



JAMIA HAMDARD

Deemed to be University under Section 3 of UGC Act

Established 1989 [Accredited by NAAC in Grade 'A'

STUDENTS' HANDBOOK

2023-24

Jamia Hamdard

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JAMIA HAMDARD STUDENTS' HANDBOOK 2023-24

JAMIA HAMDARD (DEEMED TO BE UNIVERSITY)

Issued By:

Office of the Dean, Students' Welfare

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ترانہ جامعہ ہمدرد

Tarana-e-Jamia Hamdard

یہ درس گہ ہمدرد ہے یہ، یہ درس گہ ہمدرد ہے یہ
یہ درس گہ ہمدرد ہے یہ ہم اس کے چاند ستارے ہیں،

تعبیر ہے یہ اس خواب کی جس خواب کی منزل حکمت ہے
یہ شمع ایسی شمع ہے جس کی کہ جہاں میں شہرت ہے
اس وقت تو نرے ہیں ہم سب پر تارے بن کر چمکیں گے
مانند گلوں کے مہکیں گے، مہتاب کی صورت چمکیں گے
یہ درس گہ ہمدرد ہے یہ، یہ درس گہ ہمدرد ہے یہ

پائی ہے یہاں پر ہم نے جو دولت وہ لافانی ہے
حکمت کا پیہر ہے وہ جو اس میرے چمن کا بانی ہے
ہر وقت یہاں پر ہم نے تو اخلاق و محبت پایا ہے
ہر سمت جمال علم یہاں پھولوں کی طرح مسکایا ہے
یہ درس گہ ہمدرد ہے یہ، یہ درس گہ ہمدرد ہے یہ،

نصرت و ظفر کا پرچم ہم اس عالم پر لہرائیں گے
اس روشن شمع کی خاطر ہر طوفان سے ٹکرائیں گے
سر سبز رہے شاداب رہے، اللہ دعا یہ میری ہے
اس گلشن پر نہ آنچ آئے، اللہ دعا یہ میری ہے

یہ درس گہ ہمدرد ہے یہ، یہ درس گہ ہمدرد ہے یہ،
یہ درس گہ ہمدرد ہے یہ ہم اس کے چاند ستارے ہیں،

ABOUT JAMIA HAMDARD

Jamia Hamdard: Committed to Excellence in Higher Education

Jamia Hamdard (JH) was declared as a Deemed-to-be University by the Govt. of India in 1989 on the recommendation of University Grants Commission (UGC) under the UGC Act 1956 in recognition of the services provided by erstwhile educational institutes established by the Hamdard National Foundation (HNF).

These institutes, built over a period of time, included the Hamdard College of Pharmacy, Hamdard Tibbi College, Rufaida College of Nursing, the Institute of History of Medicine & Medical Research, and Indian Institute of Islamic Studies. Jamia Hamdard was inaugurated by the then Prime Minister of India, Shri Rajiv Gandhi on August 1, 1989, who in his inspiring inaugural address applauded the efforts of Hakeem Abdul Hameed Saheb, the Founder, for setting up a number of institutions of learning which were finally merged to form a "Deemed to be University" namely Jamia Hamdard.

In the words of Shri Rajiv Gandhi, "This will enable minority to go forward and help India to march forward". Spread over a sprawling green campus of about 100 acres, located on a prime piece of land in South Delhi, JH has ten Schools including a medical college, two hospitals - a 550 bedded modern medicine hospital and another 150 bedded Unani medicine hospital - on its campus. It has a big library, archive centre, separate hostels for girls and boys, gymnasium, a large playground, residential quarters for the staff, and also an off-campus in Kannur, Kerala.

The University has been maintaining a steady progress in all facets in its existence of 31 years and is both nationally and internationally recognized for the quality of teaching and research. The overall progress in this period has been excellent in terms of infrastructure and maintaining the standards which is evident from the placement records, high quality of research, publications and patents. Jamia Hamdard is ranked 1st in the field of Pharmaceutical sciences in the country by the Govt. of India (NIRF-2022 ranking).

Jamia Hamdard is a UGC, Ministry of Education maintained deemed- to-be University managed by a private trust, Hamdard National Foundation (HNF). The University has been a recipient of special grants such as the PURSE (Promotion for University Research in Science and Engineering) grant, and very recently got Rs. 10 Cr. from AYUSH Ministry under the Centre for Excellence Scheme of the Ministry. It has recently received a generous funding under STUTI, a DST scheme DST's PURSE (Promotion for University Research in Science and Engineering) Grant.



Our Founder

Hakeem Abdul Hameed Sb.

The Founder-Chancellor of Jamia Hamdard, Hakeem Abdul Hameed, was a renowned physician of the Unani system of medicine and who served the poorest of the poor and also had also treated global dignitaries and personalities such as Pt. Jawaharlal Nehru, Frontier Gandhi, Prince Charles of England, to name a few, as his patients.

Hakeem Saheb was a philanthropist and educationist who always had public service as his driving force. He set up a complex of educational institutions in Hamdard Nagar, Tughlakabad, over a period of time which finally got amalgamated as Jamia Hamdard (Deemed to be University) in May 1989. The first institute that was built on the piece of land in Hamdard Nagar, which today houses a number of Schools of the University, was the Institute of History of Medicine and Medical Research.

The foundation stone of this institute was laid on November 15, 1962 by the then Prime Minister of India, Pandit Jawaharlal Nehru, the building was inaugurated by Mrs. Indira Gandhi, the then Prime Minister of India in 70s. The University was inaugurated by Mr. Rajiv Gandhi, the then Prime Minister of India. Hakeem Saheb also set up several other institutes which include the Hamdard National Foundation, Hamdard Education Society, Hamdard Study Circle, Hamdard Public School, Ghalib Academy, the Centre for South Asian Studies, and Business & Employment Bureau. Hakeem Abdul Hameed was conferred the Padma Shri and Padma Bhushan by the Government of India, awarded the Avicenna Award by the erstwhile USSR in 1983, and was nominated as honorary member of the Academy of Medical Science, Iran.

He served as Chancellor of Aligarh Muslim University. In October 2000, the Research Centre for Islamic History, Art and Culture (IRCICA) Istanbul, Turkey, presented IRCICA Award to him posthumously for Patronage in Preservation of Cultural Heritage and Promotion of Scholarship. Hakeem Abdul Hameed was a true follower of Islam in letter and spirit and strongly believed in "*And spend in the cause of Allah and do good, for He loves those who do good for others*" - *Al Quran, 2*



Hon'ble Vice Chancellor

Prof (Dr.) M. Afshar Alam

Prof. (Dr.) M. Afshar Alam hails from a family of eminent academicians. He has been working as Professor and Dean of School of Engineering Sciences and Technology at Jamia Hamdard New Delhi. He has completed his Post graduation (MCA) degree from the Aligarh Muslim University and his (Ph.D.) from Jamia Millia Islamia which are one of the most premier institutions of our country. His research areas include Software Re-engineering, Data Mining, Bio-Informatics, Fuzzy databases and Sustainable Development. He is the founding member of the Computer Centre and Computer Wide Networking at Jamia Hamdard.

In his 28 years of experience in teaching and research, he was invited to many countries across the globe including UAE, Nepal, Syria, Yemen, Iran, KSA, Singapore, Malaysia, Republic of China and many more for delivering Special Lectures, Plenary Talks and as Keynote speakers in Conferences. Has authored 10 books and has more than 160 research papers in reputed journals to his credit. He has supervised more than 30 Doctoral students and guided more than 200 post graduate research projects. He has also drafted the curriculum and Bye-Laws for B.Tech, M.Tech, MCA, BCA and MBA (Health Informatics) courses. He is also the member of many government bodies including University Grants Commission (UGC), All India Council of Technical Education (AICTE), National Assessment and Accreditation Council (NAAC), Department of Science & Technology (DST)

In his illustrious career as an academician and researcher, he has been conferred with many prestigious awards like Bharat Samaj Ratna Award, AMP Award for Excellence in Education, Cooperative Citizen Award, World Environment Day Award, Spardha Shree Award, Mahatma Gandhi International Peace Award, Bharat Ratna Dr.A.PJ Abdul Kalam Top Icon Award for 2021 and the Time Magazine India's Excellence Iconic Award 2021, NESI Education Excellence Award 2022, etc. He is member of various boards /councils etc. at both National as well as International level.

He has been member of several selection committees for the appointment of Faculty members and Non-Teaching Staff in various Institutes and Universities across India. He was also appointed as an External Examiner for theory and practical examinations at different Universities across India like Aligarh Muslim University, Jamia Millia Islamia, Delhi University, Calicut University, Indraprastha University, and Manipal University.

JAMIA HAMDARD ADMINISTRATION

Chancellor	Mr. Hammad Ahmad
Vice Chancellor	Prof. (Dr.) M. Afshar Alam
Registrar	Dr. M.A. Sikander
Finance Officer	Mr. Harpal Singh
Controller of Examinations	Mr. Syed Saud Akhtar
Dean, School of Pharmaceutical Education and Research	Prof. Farhan J. Ahmad
Dean, School of Nursing Sciences and Allied Health	Prof. Manju Chhugani
Dean, School of Engineering Sciences & Technology	Prof. (Dr.) M. Afshar Alam
Dean, School of Management & Business Studies	Prof. Reshma Nasreen
Dean, School of Chemical & Life Sciences	Prof. S. Raisuddin
Dean, School of Unani Medical Education and Research	Prof. Asim A. Khan
Dean, School of Humanities & Social Sciences	Prof. Ajay Kumar Singh
Dean, Hamdard Institute of Legal Studies and Research	Prof. Saleena K Basheer
Dean, School of Interdisciplinary Sciences and Technology	Prof. Suhel Parvez
Director, Centre for Media and Mass Communication Studies	Prof. Reshma Nasreen
Dean, Hamdard Institute of Medical Sciences & Research	Prof. MriduDudeja
Director, Centre for Distance and Online Education	Prof. Shahid Ansari
Dean, Students' Welfare	Prof. Reshma Nasreen
Principal, Ruffaia College of Nursing	Prof. Veena Sharma
Chief Proctor	Prof. M.S. Alam
Foreign Student's Advisor	Prof. Zeenat Iqbal
Chairman, Central Admission Committee	Prof. Suhel Parvez
Provost (Boys)	Dr. Haider A. Khan
Provost (Girls)	Dr.SyedunNisa
Director, IQAC / Director, (R & D) cell	Prof. S. Raisuddin
University Librarian	Mr. M. Shoaib
Med. Supdt., HAH Hospital (Officiating)	Dr.Musharaf Hussain
Med. Supdt., Majeedia Unani Hospital	Dr. Minhaj Ahmed
Public Information Officer	Mr. Mirza Rahil Beg
Media Coordinator	Mr. Md. Tauhid Alam

MISSION & VISION

Jamia Hamdard strives to work with the following vision:

To provide international quality higher education and undertake cutting-edge research in the fields of social, natural science and technology and particularly promote study of modern and traditional medicine systems, especially Unani-tibb, encompassing a holistic and integrative approach to healthcare and to meet societal education needs of underprivileged Indian communities.

Keeping the vision of Jamia Hamdard in view, its mission is enumerated as under:

- 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 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 levels, fully conforming to the concept and idea of the Jamia Hamdard.



Policy Statement Jamia Hamdard strives to uphold its core values and inculcate in students a culture of being honest and transparent in their personal and professional life, respectful of the opinions and beliefs of others, practicing their profession with conscience and dignity, and making their contributions to the society with accountability and commitment.

Rules and guidelines

- All students are expected to follow Courteous behaviour, an essential ingredient of Professional Competence. Dishonesty, obscenity in word or act or any other acts of misconduct will invite disciplinary action.
- Students shall wear the ID cards while on the campus
- Students should not loiter in the corridors or on the campus during class hours. They should make use of their free time by using the Library, Computer facilities or other facilities for extra-curricular activities.

- Habitual negligence of class work, absence from internal examination, non-submission of assignments, frequent absence from classes, etc., will be reported to the parents and if not corrected, may lead to discontinuance from the program.
- Students, if they have any grievance and personal problems shall bring them to the notice of the Proctor/ Mentor or the University authorities individually; but should not have recourse to collective complaints or petitions to anybody within or outside the campus
- Students are forbidden from attending or organizing any meeting in the campus or collecting money for any purpose without the permission of the Management.
- Political activity in any form, under any banner is not permitted in the campus.
- Wilful damages to property and equipment will have to be compensated for. Pasting of posters and notices on walls or disfiguring the building and campus, in any form are forbidden.
- Students organizing tours on their own accord without permission and teachers accompanying them is banned. Any act contrary to this rule will invite strict disciplinary action.

Breach of Code of Conduct

Breaches of the rules relating to the conduct of students shall be subject to preliminary investigation by the Proctor or a Disciplinary Committee. Based on the preliminary investigation the following actions could be taken:

- Dismiss a complaint.
- Impose any penalty permitted by the rules of the University.
- Refer the complaint to the Vice chancellor or College Council accompanied by a written report for further decision.
- Issue a caution which shall not be recorded on the student's record.
- Issue a reprimand which shall be noted against the student's record in the registry, and which shall include a formal written warning that treatment of any future misconduct within twelve months will take such reprimand into account.
- Refer the matter to the police or other authorities.

Appeal

- The student has a right of appeal against the decision of the Committee.
- A student may appeal, in writing, to the Vice Chancellor against the decision of the Committee.
- The decision of the Vice Chancellor will be final in this regard.

DISCIPLINE AND CODE OF CONDUCT

Proctorial Committee

Proctorial Committee is chiefly responsible for ensuring that rules and regulation framed by the University are being followed by the students.

To maintain discipline in the University and to ensure that rules are understood and followed by the students.

To keep an eye on the general moral behavior of the students.

To prevent the students from indulging in any political activity in the University premises.

The Proctorial Committee strictly deals with cases of indiscipline or indecent behavior of any student or cases of individual/ group harassment, threats, manhandling etc.

Students must follow the given rules and regulations:

1. Carry their identity cards at all times especially when inside the university campus.
2. Respect the university property.
3. Refrain from possessing, consuming or distribution alcohol, smoking, tobacco, harmful drugs, narcotics and gutkas.
4. Drive safely inside the college campus and follow all traffic rules.
5. Park in designated parking spots for students/in parking lots they are authorised to park.
6. Do not park in or impede access to crosswalks.
7. Do not entertain visitors in the campus without prior permission.
8. To conduct themselves with dignity and maintain decorum and decency regarding wearing of dresses and general behaviour.
9. Due respect is expected to be given not only to the members of teaching/non-teaching members of the university but also to fellow students.
10. To observe silence and tranquillity in the library as well as when walking down the corridors (especially when classes are going on).
11. Immediately report any accident or unsafe behaviour.

Powers to take Disciplinary Action:

1. All powers relating to discipline and disciplinary action are vested with the Vice-Chancellor
2. Any penalty enumerated above in the Bye-laws may be imposed by the Vice-Chancellor upon the recommendation of the Disciplinary Action Committee appointed for the said purpose.
3. The Vice Chancellor may delegate all or such powers as he deems proper to any person as he/she may specify on his/her behalf.

Disciplinary Action Committee (DAC)

There shall be a DAC for the purpose of examining cases recommended by the Provost, or by the Anti-Ragging Committee, Dean, Head of the Department, or Senior Officers or sue moto cognizance by the Chief Proctor for examining all cases of indiscipline and misconduct warranting imposition of penalties mentioned earlier.

The DAC will examine cases of indiscipline and misconduct warranting imposition of penalties. The DAC will observe the due process of issue of a notice by the office of the Chief Proctor and granting a fair opportunity of reply to notice and/or personal hearing to the student(x)/parents/guardians in question and after examining all the records of the case, the Disciplinary Action Committee will give its recommendations to the Vice-Chancellor.

STUDENT CENTRIC FACILITIES AND AMENITIES



Longitude: 77° 14' 55.908" E
Latitude: 28° 30' 51.282" N

Badminton Courts (Indoor)



Longitude: 77° 14' 54.81" E
Latitude: 28° 30' 48.768" N

Gymnasium (Indoor)



Cricket Ground



Basketball Court



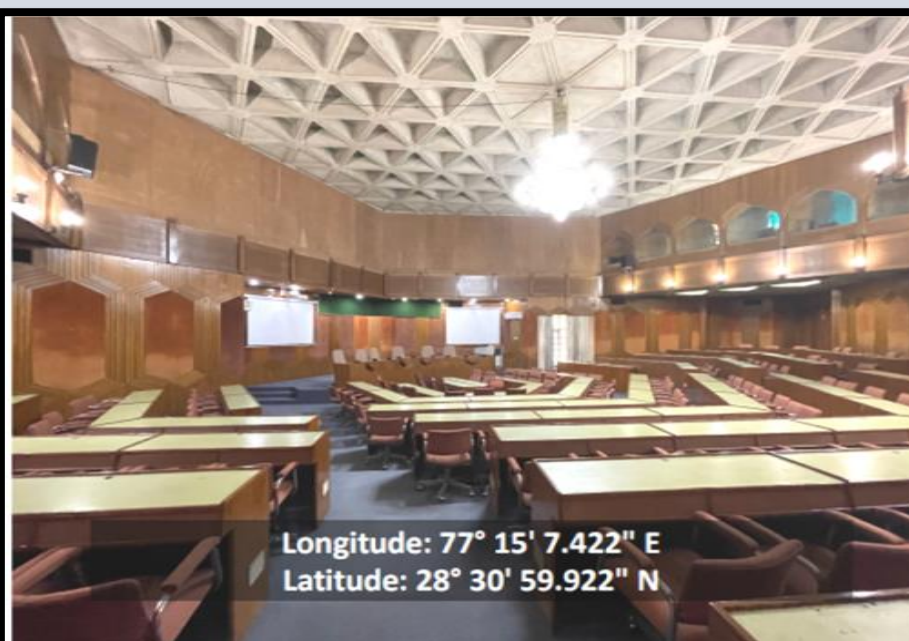
Longitude: 77° 15' 4.86" E
Latitude: 28° 31' 4.422" N

Auditorium (Archives Building)



Longitude: 77° 15' 3.648" E
Latitude: 28° 31' 8.052" N

Open Air Gym



Hall 1, Hamdard Convention Centre
(available for literary, cultural and scientific events)



Hall 2, Hamdard Convention Centre
(available for literary, cultural and scientific events)

CAMPUS FACILITIES

In tune with the principle that no educational institution is complete without adequate facilities for co-curricular and extracurricular activities, the university provides extensive facilities for students.

- University Library
- Computer Centre
- Convention Centre
- Scholars House
- HAH Centenary Hospital
- Central Instrumentation Facility
- Residential Facility for Staff
- Hostel for Students
- Sports Facilities
- Canteen
- University Mosque

ENTREPRENEURSHIP CELL

Entrepreneurship cell provides a platform for the students who have brilliant business ideas but don't know how to implement them. Jamia Hamdard has such minds who are looking forward to bring their business ideas in real world. So, Department of Computer Science and Engineering decided to provide such platform for students. Under the Leadership of Prof. (Dr.) M. Afshar Alam (Head, Department of CSE), E-Cell was established in January 2016 by Dr Jawed Ahmad (Assistant Professor) and Mr Mirza Rahil Beg. And was officially inaugurated on 28 February 2018. Since then, E-cell, Jamia Hamdard is actively organizing and participating in various workshops that will enhance the vision and skills of student.

INSTITUTION'S INNOVATION COUNCIL (IIC)

Jamia Hamdard in association with Ministry of Human Resource Development (MHRD), Govt. of India has established 'MHRD's Institution's Innovation Council (IIC) in September 2018 to systematically foster the culture of Innovation. Its main objective is to encourage, inspire and nurture young start-ups by supporting them to work with new ideas and transform them into prototypes while they are in formative years.

Functions of IICs

- To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bound fashion.
- Identify and reward innovations and share success stories.
- Network with peers and national entrepreneurship development organizations.

JH campus has sufficient number of classrooms and seminar halls to accommodate the teaching learning process effectively. All faculty members have been provided with computers and printers. The departments are equipped with computers, LCD projectors, photocopiers, scanners, LAN and Wi-Fi connectivity.

The Training and Placement Cell is responsible for training of students for on-campus and off-campus placements. It coordinates with potential employers and develops network thereof. The Central Library with its wide range of collection of knowledge resources and information services fills an essential requisite in the intellectual pursuits of students and faculty members of JH. The library is fully automated. The NSS and NCC units in JH are actively involved in community service. The entire Jamia Hamdard Campus is Wi-Fi enabled and networked with fibre optic cables which allows teachers and students to access the Internet 24X7.

There is a multipurpose indoor facility which includes gymnasium with cardio facility, badminton table tennis courts, chess room and carom room. Gymnasium is equipped with treadmill, twister, multi-station dumbbells, elliptical cross trainer, upright bikes(cycles), weight plates, seated preacher curl, AB slimmer, wrist curl machine, hack squad etc.

Jamia Hamdard also has multipurpose outdoor sports ground for cricket, football, and volleyball. The ground is equipped with cricket practice nets (with flood-lights) and two volleyball courts out of which one is adequately equipped with proper illumination facility

JH has qualified coaches to train the students in sports like Cricket, Volleyball, and Badminton. The JH has also employed gym trainers both for the boys and girls. Students are encouraged to participate in annual inter-school tournaments. The outstanding students are selected and sent to take part in the various zonal/ all India inter-varsity, state and national tournaments. Some of the students have secured gold and silver medals.

The Institution has a disabled-friendly and barrier-free environment Ramps/lifts for easy access to classrooms and centres.

Disabled friendly washrooms, signage including tactile path lights, display boards and signposts. Assistive technology and facilities for persons with disabilities: accessible website, screenreading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc

Click for details:

[Sports Facilities](#)

[Campus Facilities](#)

SCHOLARSHIP AND FELLOWSHIP

Fee Concession, Scholarships and Fellowships

1. Students' Aid Fund Jamia Hamdard allocates budget under Students' Aid Fund (SAF), which is meant for financial help of the needy students. Any student whose parents/guardians have annual income of less than Rest. 4.5 lakh is eligible for assistance from SAF, (subject to the availability) on the basis of his/her satisfactory performance in the previous year examination and other conditions as laid down by the University. Fee concession for Indian students the fee concession will be applicable from the 2nd Year/Third Semester (after passing first year/second semester examination) and onwards based on the academic performance of student in a particular course.
2. 1.50% concession of Annual Tuition Fee up to 10% of the students in each course subject to merit-cummeans. The criteria will be as under: i. 75% class attendance in the academic year for which fee concession is applied. ii. The student must have secured 90 % Marks (aggregate) or above in the examinations of previous academic year and passed all the subjects in the first attempt. iii. The income of the parent of the student must not exceed Rs.4.5 Lakh per annum from all sources. iv. Student must produce a certificate of good performance as evident by the academic record. The certificate must be verified by the concerned Head of the Department and endorsed by the Dean of School.
3. 25% concession of Annual Tuition Fee up to 10% of the students in each course subject to merit-cummeans. The criteria will be as under:
 - i. 75% class attendance in the academic year for which fee concession is applied.
 - ii. The student must have secured 80% Marks (aggregate) or above in the examinations of previous academic year and passed all the subjects in the first attempt.
 - iii. The income of the parent of the student must not exceed Rs.4.5 Lakh per annum from all sources.
 - iv. Student must produce a certificate of good performance as evident by the academic record. The certificate must be verified by the concerned Head of the Department and endorsed by the Dean of School.

Note: The competent authority may grant fee concession in exceptional cases as deemed fit, such as loss in natural calamity, death of parents or of the single earning member of the family etc.

Guidelines for Selecting Foreign Nationals for Grant of Partial Fee Concession/ Financial Assistance From Students' Aid Fund

There is a provision of concession in fee for the meritorious foreign national students from the Students' Aid Fund. The below mentioned criteria will be adopted:

1. The fee concession will be applicable from the 2nd year/third semester (after passing first year/ second semester) and onwards based on performance of results etc. in a particular course.
2. The eligible candidates must apply for the fee concession latest by 30th September of the academic session.
3. 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.
 - b. 85% Marks (in aggregate) in the examinations of previous academic year (if semester system, then aggregate of both the semester exams).
 - c. Must have passed all the subjects of the examinations of previous academic year in first attempt.
 - a. Student must produce a certificate of good performance as evident by the academic record. The certificate should be verified by the concerned Head of the Department and endorsed by the Dean of the School.
4. 15% concession in only annual tuition fee of the previous 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 previous academic year
 - b. 65% Marks (in aggregate) in the examinations of previous academic year (if semester system, then aggregate of both the semester exams)
 - c. Must have passed all the subjects of the previous academic year in first attempt
 - d. Student must produce a certificate of good performance as evident by the academic record. The certificate should be verified by the concerned Head of the Department and endorsed by Dean of the School.
5. Students of SAARC Countries who will receive Scholarship once, will not be considered for other scholarships. Scholarships and Fellowships The following scholarships / fellowships are available for the students of JH. This is besides the various scholarships and fellowship schemes of the Govt. of India and Delhi Govt.

For Students of All Schools of Jamia Hamdard

Scholarship	Eligibility
Hamdard National Foundation (HNF) Scholarship	Limited Ph.D. students on the basis of merit-cum-means
	For Undergraduate and Postgraduate General students of all courses on the basis of merit-cum-means
Khawaja Moinuddin Chishti Ajmeri (Gharib Nawaz merit-cum-means scholarship)	On the basis of essay writing competition on the life and work of Khwaja Gharib Nawaz
Dr. L. M. Singhvi Gold Medallion (or Silver Shield) of accolade	For the first and second winner of essay competition on a subject of topical importance of interfaith dialogue

For Students of School of Chemical and Life Sciences

Scholarship	Eligibility
Mrs. Shakila Naqvi Merit Scholarship	Muslim female of M.Sc. II yr who secures Highest marks in M.Sc. I yr
Tasmia Merit Scholarship	For a student of M.Sc. II year Biotechnology, on the basis of merit
Noorul Hasan Memorial Scholarship	Student of II yr of M.Sc. Biotech on merit & need
Prof. A.K.M. Ghouse Means-cum-Merit Student of M.Sc. II Year Botany, on Scholarship	Student of M.Sc. II Year Botany, on merit Scholarship
Anchrom Means-cum-Merit Scholarship	Student of M.Sc. Chemistry II yr, on merit
Dr. Manoj Varshney Scholarship	Student of M.Sc. II Year Chemistry on merit
Khalil Ahmad Merit-cum-means Scholarship	Student of M.Sc. Chemistry on merit and need
Late Mr C. R. Arora Scholarship	Student of M.Sc Chemistry Final yr. on merit & Need
Syed Ausaf Ali Memorial Scholarship	Student of M.Sc. Chemistry
Hind Agro Industries Merit Scholarship	Student of M.Sc. II yr. Toxicology on merit & need
Tasneema Fellowship	Female student of M.Sc. Toxicology II yr., for studies on Regulatory Toxicology
Late Hajji Mohammad Asif (s/o late Janab Mohammad Ishaque Sandook Wale) Reward for knowledgeable student (MARKS)	Muslim student(s) in M.Sc. (Biochemistry/ Biotechnology/Chemistry/Botany/Toxicology) II year
Prof. Masroor Alam Baig Memorial Scholarship	Muslim student of Biochemistry on merit & need

For Students of School of Humanities and Social Sciences

Scholarship	Eligibility
Late Lady Laiqan-Nisa Award for Meritorious Professional(LAMP) Scholarship	Student of M.A. (Islamic Studies)II Yr on merit cum- means who passed all subjects of First Yr.
Mrs. Aquil-un-Nisa Alam Scholarship	Student of M.A. Islamic Studies, on the recommendation of HOD and Dean

For Students of School of Management Business Studies

Scholarship	Eligibility
Late Haji Mohammad Ilyas Memorial Initiative for learning and educating student (M-MILES)	Muslim student(s) of MBA II year

For Students of School of Unani Medical Education & Research

Scholarship	Eligibility
Hkm Abdul Hameed Fellowship	For students of M.D. (Unani).
Maulana Wahid Hussain Memorial Scholarship	Student of BUMS II Prof. on merit and need
Dr. Maqbool Husain Jafri Memorial Scholarship	Student of BUMS II Prof. on merit and need
Akhtar Hussain Memorial Merit Scholarship	Who joins BUMS after Pre-Tib, on merit.
Late Maulvi Shabbir Ahmad Scholarship	For a topper of annual examination, Pre-Tib.
Late Janab Haji Mohammed Ahmed Khan Education Reward (MAKER) Scholarship	Two BUMS II Prof. students on merit-cum-means, subject to passing of all papers
Mrs.Aquil-un-Nisa Alam Scholarship	Student of SUMER on recommendation of HOD& Dean
Fatima Zamir Scholarship	Female Students of BUMS

For Students of School of Nursing Sciences and Allied Health

Scholarship	Eligibility
Jamboonathan Means-cum-Merit Scholarship	Student of B. Sc. (Nursing) II yr. secured highest Marks in I yr.
Mrs. Farida Haque Scholarship	Student of DGNM I Year, on the basis of means only; the student is eligible to receive Zakat.
Noorul Hasan Memorial Scholarship	Student of DGNM II Year on merit and need
Late Lady Nasira - Begum Education Award for Topper (NEAT) Scholarship	Student of B.Sc. (Nursing) II yr. on merit cum means who pass all subjects of I yr.
Musharraf Hussain Jafri Scholarship	Student of BMLT III Year, on merit-cum-need
Syed Abdul Karim Scholarship	Student of DXE II Year on merit-cum-need
Rais Ahmad Khan Scholarship	Student of DMRT on financial condition
Prof. Syed Wahiduddin Scholarship	Student of DDT II year on merit and need
Noorul Hasan Memorial Scholarship	Student of DOTT II Year on merit and need
Late lady Reshma Parveen Memorial Initiative for Learning & Educating Students(R-MILES)	Muslim Student(s) of BOT or BPT, B.Sc. (MLT) or BETCT, 2nd yr.

For Students of School of Pharmaceutical Education and Research

Scholarship	Eligibility
Hakim S.A. Jamil Qadri Memorial Scholarship	Student of B. Pharm. 1st yr. on need & eligibility
Maulalan Shibli Nomani Scholarship	Student of B. Pharm. II Year (SFS and General) who secures highest marks in B. Pharm. I Year
Noorul Hasan Memorial Scholarship	Student of B. Pharm. II Year on merit and Need

Late Janab Haji Mohammad Ahmed for top Excellence Award (MASTER) Scholarship	Two students of B. Pharm. II year on merit cum means who passed all subjects.
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For Students of School of Engineering Sciences and Technology

Scholarship	Eligibility
Prof. S. M. Yahya merit-cum-means Scholarship.	For a Muslim student of MCA II yr

Apart from the above Scholarship/Fellowship given by Jamia Hamdard the office of the Dean Student's Welfare also facilitates the process of verification of the following National & state level -Scholarship/Fellowship:

1. Post Graduate Indira Gandhi Scholarship for single girl child
2. Post Graduate Merit Scholarship for University Rank holder
3. Post Doctoral Fellowship to Women candidates
4. Rajiv Gandhi National Fellowship for students with Disabilities
5. National Scholarship for Minorities
6. E-District Scholarship for SC, ST & OBC students (Delhi)
7. Post Matric Scholarship (Bihar)
8. Har-Chhatravarti, Haryana
9. National Tribal Fellowship
10. Bihar Credit Card Loan Scheme
11. West Bengal Credit Card Loan Scheme

STUDENT ADMISSION GUIDELINES

General Information and Admission Guidelines Following admission guidelines shall be adhered to while considering the candidates for admission in various programs of study at Jamia Hamdard for the academic session 2023-24.

Admission to all Under Graduate programs offered by Jamia Hamdard will be made through merit in NEET (UG)/JEE (Main-Paper-I) 2023/ CUET-2023/CLAT-2023, 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/CUET qualified candidates in case of non-availability of suitable rank holders in a particular discipline subject to approval of the Competent Authority.

Applications for all programs offered by Jamia Hamdard shall be accepted online through Online Admission Portal 2023. 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.

Admission to MBBS/MD/MS programs of HIMSR shall be governed by the NMC Guidelines, which can be accessed on the NMC website.

For programs of study governed by various councils, regulatory bodies, admissions will be carried out as per their respective guidelines.

In the best interest of Jamia Hamdard, the Competent Authority of Jamia Hamdard, is authorized to take appropriate decision regarding admissions.

Important information and instructions:

1. 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.
2. 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 merit of qualifying examination and has been issued offer letter for admission to a particular Program of study.
3. 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.

4. For all CUET related undergraduate courses, filling of Jamia Hamdard Application Form is mandatory. Candidates who have filled Jamia Hamdard as an option in CUET form but haven't filled Jamia Hamdard application form will not be considered for admission in any programme offered by Jamia Hamdard on the basis of CUET score.
5. 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.
6. No change in course preferences in any circumstances will be done after the payment and submission of Jamia Hamdard Application Form
7. 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 does not confer any right to a candidate to claim admission if he / she does not fulfil all the eligibility conditions prescribed by Jamia Hamdard.
8. No candidate will be allowed to enrol in counselling if the candidate has missed the last date of counselling due to any reason.
9. 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. Jamia Hamdard will take no responsibility if there is failure in email transmission due to wrong email id and/or mobile number details filled by candidate in Jamia Hamdard Application Form
10. 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 2023 at www.jamiahamdard.edu.
11. 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.
12. 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.
13. 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.
14. 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 fulfil 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.
15. 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.

16. 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:

- Council of Boards of School Education (COBSE), Delhi
- All Educational Boards/Councils, established under the Act of Parliament by Government of India.
- All Educational Boards/Councils, established under the Act of Legislative Assembly/Council by the State Government (India).
- All Educational Boards/Councils as recommended by Regular Committee on Equivalence of Examinations, Jamia Hamdard and approved by the Competent Authority of Jamia Hamdard.

17. Validity of Degrees, Certificates, Mark sheets of Universities / Vishwavidyalaya/Jamia / Diploma/ UG/ PG/ Admission Prospectus 2023-2024 www.jamiahamdard.edu 126 MPhil/ Ph.D examinations will be considered as authenticated/valid, in case a University/ Vishwavidyalaya /Jamia/ Institution is recognized by the following:

- Association of Indian Universities, New Delhi
- University Grants Commission, New Delhi

18. 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.

19. 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).

20. 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.

21. Jamia Hamdard reserves the right to ask the candidate to reappear in the Entrance Test / Interview to reassess his candidature if considered necessary.

22. Before filling the application form to any course, the applicant should satisfy himself/ herself that he/she fulfils the eligibility criteria in terms of educational qualifications, age, (if applicable) or any other eligibility conditions etc.

23. 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).

24. 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.

25. 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.

26. 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 duly 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.

27. No candidate is allowed to pursue two regular courses simultaneously in one academic year. Dual attendance at any stage will not be permissible.

28. 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.

29. 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.

30. 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.

31. 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.

32. 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.

33. Applicant is advised to ensure that his/her Online Application Form is correctly filled. Application Form shall be liable to be rejected in case:

- Appropriate Fee is not paid
- Incomplete information is provided in any respect.
- Wrong course filled in Online Application Form

- No further correspondence shall be entertained in this regard.

34. 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.

35. 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.

36. No candidate shall be allowed to take admission to the same Course / Class which she/he has already passed.

37. If a student does not claim their fund of his/her credit balance within one year of leaving the Jamia, the amount standing to his/her credit shall be credited to the Jamia Hamdard Scholarship Fund.

38. The Library Security deposit will be refunded only after examination results are announced. If it remains unclaimed for more than one year from the date of announcement of the result, it shall not be refunded and shall be credited to the Jamia Hamdard Scholarship Fund.

39. No candidates shall be allowed to fill up more than eight choices in a single application form as per existing option.

40. 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.

41. Canvassing for admission in any form by a candidate would lead to rejection of his/her application and candidature for admission to the course.

42. The candidates once admitted shall be governed by the rules and regulations of Jamia Hamdard.

43. Jamia Hamdard has ZERO TOLERANCE for ragging. Offenders shall be dealt/punished under prescribed laws.

A. As per direction of the Honourable 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

B. 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.

44. 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.

45. 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.

46. 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.

47. Admission to all the courses will be subject to recognition of the course by the concerned statutory Councils/Boards of the Government like NMC, 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.

48. Any amendments made in the Admission Rules or in the eligibility criteria by the concerned statutory Councils/Boards of the Government like NMC, INC, AICTE, UGC, PCI, CCIM etc from time to time shall be applicable to applicants seeking admission or admitted in Jamia Hamdard.

49. 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.

50. All the matters of dispute shall be subject to Delhi jurisdiction only.

51. Refund Policy: No refund except security deposit will be done after one month or last date of admission, whichever earlier. Refund Policy will be as per the norms / directives of UGC/GoI as notified from time to time in session 2023-2024.

Guidelines for Admission of International Students & Sponsored Category Candidates

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 student's 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.

A. Foreign Nationals & Non-Resident Indians

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

- i. 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.
- ii. Non-Resident Indians or NRI: The term “Non-Resident Indian” shall be as per the Income Tax Law of India. However, notwithstanding any amendment in such laws, all rights, obligations and duties flowing from the law and subsisting at the time of submission of application shall be respected and mandated till finalization of the program applied for.

Admission procedure for international students:

1. Documents required for admission of International Students - For admission of international students at Jamia Hamdard, the following documents are required:

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 required 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.

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.

2. 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 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>

3. 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 nonrefundable 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, Telecon 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:

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

4. 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.

5. 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:

- International students should apply on a separate form prescribed for Foreign Nationals/NRI / Sponsored candidates.
- The Information Bulletin & Prospectus along with Online Application Form for Foreign Nationals/NR is 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.
- 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 any Government recognized hospital of Delhi/NCR) and get the medical fitness certificate.

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.

6. 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.

7. 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:
- 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.
- 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:
- 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.
- The student must have passed all the subjects of the concerned academic year in first attempt.

- Any student who has already availed a discount of any type on admission and course fee will be ineligible for any scholarship whatsoever.

8. Withdrawal of admission

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

9. 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/Remedial course in English (run by Jamia Hamdard, 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.

10. 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.

11. 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

B. Sponsored category candidates' procedure for applying

1. The Information Bulletin & Prospectus along with Online Application Form for Sponsored candidates may be checked on the Jamia Hamdard website www.jamiahamdard.edu
2. 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.
3. 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 favour 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.
4. 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 General information and guidelines 2023-24.

- 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.

DOCUMENT OF EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES

Jamia Hamdard (Deemed to be University) is an institution of higher ranking and in learning is committed to provide equal opportunities to all sections of the Jamia Hamdard (Deemed to be University) community and is dedicated to create a working environment with highest degree of ethical and virtuous work practices. The Jamia Hamdard (Deemed to be University) adopts a transparent selection process based on merit and without any bias to disabilities of the prospective candidate. While maintaining these Policies, Jamia Hamdard (Deemed to be University) casts special attention to the specially-abled persons to provide equal opportunity in order to avail all the resources of the Jamia Hamdard (Deemed to be University) which are formulated in the light of “The Rights of Persons with Disabilities Act, 2016 (RPwD Act)” along with the Rights of Persons with Disabilities Rules, 2017, together, adopted by the Government of India.

Jamia Hamdard considers its all associates whether employee or students to be its most important resource and is committed to treat all with dignity and respect. Also holds a high regard towards the guidelines laid down under the international conventions and laws relating to protect disabled persons from various forms of discrimination, increases measures for effective participation and inclusion in the society, and ensures equality of opportunity and adequate accessibility and aims at maintaining a safe and harmonious educational as well as working environment for each individual, irrespective of the work, designation, ethnicity, race, caste, creed, gender, religion and other such parameters.

The Institute strives to provide opportunities and facilities to persons with disabilities to participate, perform and excel in their work on an equal basis in everyday life and to ensure that the work environment is free from any discrimination against persons with disabilities. The persons with disabilities are encouraged to attend trainings as and when required to enhance their capabilities to enable them to effectively discharge their duties in the Institute. Jamia Hamdard (Deemed to be University) has already implemented a good part of the requirements under the Act and plans to fulfil all necessities.

POLICY

It is the policy of Jamia Hamdard to follow Government of India instructions issued from time to time, for the empowerment of persons with disabilities (PWD). It has been the endeavour of the Institute to maintain conducive and harmonious work environment to ensure

that the persons with disabilities enjoy the right to equality, life with dignity and respect for his or her integrity equally with others. To provide equal employment opportunities, without any discrimination on the grounds of age, colour, disability, marital status, nationality, race, religion, 3 sex, sexual orientation and will not engage in any kind of verbal or physical harassment based on any of the above or any other reason. Jamia Hamdard (Deemed to be University) strives to maintain a work environment that is free from any harassment or discrimination based on the above-mentioned considerations. This Equal Opportunities Policy is subject to applicable regulations, qualifications and merit of the individual. This Equal Opportunity Policy is consistently applied throughout their period in institute.

PRINCIPLES

Jamia Hamdard (Deemed to be University) philosophy is to build Inclusion and implement the Diversity policy through Diversity and Inclusion Councils, which are committed to encouraging and embracing every individual difference.

- i. Non-discrimination, Full and effective participation and inclusion in society, Equality of opportunity to the Persons with disabilities.
- ii. Facility and amenity such as Walks and Paths Levels, grooves and Gratings, Tactile Pavers: guiding and Warning Blocks, signage's to Barriers and Hazards, Kerb Ramp, Typical detail of the walkway, Parking, lighting for Walkways, Transport & Parking facility, Lifts, etc. as per the need to be provided to the employees with disabilities to enable them to effectively and efficiently discharge duties.
- iii. Provisions for assistive devices, barrier free and conducive environment, barrier-free accessibility and other provisions such as Reach Range, Vision Zone, Wheel Chair, Crutch and space for crutch users, barrier free access to washroom toilets & emergency exits to be provided for persons with disabilities
- iv. Officer shall be appointed to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees.
- v. The manner of selection of persons with disabilities for various posts, post-recruitment and pre-promotion training, preference in transfer and posting, special leave and other facilities. After recruitment process, exclusive skill programs and training needs to be identified and imparted accordingly to make them enable to discharge their duties effectively.
- vi. List of posts identified suitable for persons with disabilities in the establishment is totally on the discretion of the management.
- vii. Persons with disability shall not be discriminated against for any reason whatsoever unless it is shown that the impugned act or omission is a proportionate means of achieving a legitimate aim.

- viii. No discrimination practices are to be engaged and encouraged in the course of employment of persons with a disability, including recruitment and career advancement or not to dispense with or reduce in rank an employee who acquires a disability during his or her service. Provided that if an employee after acquiring disability is not suitable for the post, he/she was holding, shall be shifted to some other post with the same pay scale and service benefits. Provided further that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post if the need be such and if the Competent Authority approves such a post(s) and requirements.
- ix. Persons with a disability have the right to recourse to competent authority if their rights are breached and must be provided with all the necessary support to assist them in defending themselves observing the natural principles of law, equity and good conscience.
- x. All employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others without casting any prejudices.
- xi. Developmental and promotional opportunities will be based on performance, ability and potential, and will be consistent with the needs of the business. xii. Appropriate action basis investigation will be taken if any individual breach this policy either through discrimination or harassment or otherwise.
- xii. Having a robust framework to attract, engage and retain talent of all ages, genders, nationalities and abilities.

COMMUNICATION OF POLICY

All recruitment literature and employment advertising will indicate that Jamia Hamdard (Deemed to be University) provides an Equal Opportunity to its all associates whether Employer or students. Policy will be available on intranet and on website. It will also be available at all conspicuous places with suitable material and will be included in Jamia Hamdard (Deemed to be University) publications, management conferences, and supervisory training courses and in classroom sessions.

PURPOSE /OBJECTIVE

We believe that Diversity and Inclusivity (D&I) at educational and workplace is an instrument for growth and we value and celebrate the uniqueness of every individual by fostering an environment of inclusion and empowerment. Towards this we also ensure all our policies and practices are compliant and aligned to all applicable laws and regulations specific to Diversity and Inclusion.

The EO Policy of Jamia Hamdard (Deemed to be University) is to provide equal opportunities to the especially abled students and employees of the Jamia Hamdard (Deemed to be University) without any discrimination, on the grounds of age, color, marital status, physical ability, nationality, race, religion, sex, sexual orientation or any other relevant for the purpose. The Equal Opportunity Policy on the Rights of Persons with Disability attempts to address various themes with the ultimate goal of not only improving the quality of life of person with disability, but also to promote and safeguard equality, self- determination, dignity and social inclusion of persons with disability. Preventive measures should be in place to ensure that person with disability is not subjected to any form of unfair treatment or discrimination.

This EO Policy is subject to applicable regulations, qualifications, and merit of the individuals concerned. This Policy shall be consistently applied throughout the period of studentship (for students) and employment of the individual from the recruitment process until superannuation (for employees).

DEFINITION

The definitions of different terms used in this Policy will be as per the Rights of Persons with Disabilities Act, 2016.

SCOPE

The EO Policy of Jamia Hamdard (Deemed to be University) shall cover all persons with disabilities, who come under the administrative control of the Jamia Hamdard (Deemed to be University). This would include employees (regular, ad hoc, part time, contractual, and temporary) and students along with interns and trainees. Further, the employees and students who acquire disability during their engagement with the Jamia Hamdard (Deemed to be University) would also be covered within the parameters of the present policy. Jamia Hamdard (Deemed to be University) believes that creating a work environment that enables people to attract, retain and fully engage diverse talents leads to enhanced innovation and creativity in all services and a better understanding for a diverse associate. The Jamia Hamdard (Deemed to be University) ensures that it's all associates are not unlawfully discriminated against, directly or indirectly, as a result of their color, creed, race, nationality, ethnic or national origin, connections with a national minority, marital or civil partnership status, pregnancy, age, disability, religion, or similar philosophical belief, sexual orientation, gender or gender reassignment or trade union membership etc. and will never tolerate harassment in any form.

ROLE / RESPONSIBILITY

- i. Each representative or member of Jamia Hamdard (Deemed to be University) is responsible to comply with this policy and all applicable laws and regulations for giving effect it.
- ii. Responsibility for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- iii. The functional responsibility of assuring compliance, developing, coordinating and implementing all programs; and reporting findings and progress.

- iv. The institute and all heads and officials are accountable to oversee and promote this policy including the process of recruitment for persons with disabilities and no opportunity is denied to persons with disabilities, merely on ground of disability.
- v. Appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.
- vi. Provision is made for an accessible environment and of availability of assistive devices as required.
- vii. That a Grievance Redressal mechanism for addressing the matters related to the employment of persons with disabilities is available.
- viii. That the Business Integrity Committee will ensure if any grievance does arise and is brought up to the Committee concerning selection of person(s) with disability for any position, training, promotion, transfer posting, leave & preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.

IMPLEMENTATION

As specified in the Rights of Persons with Disabilities Act, 2016, the University will observe the following Rights and entitlements: -

a) Equality & Non-discrimination

1. Jamia Hamdard (Deemed to be University) shall ensure that the persons with disability enjoy the right to equality, life with dignity and respect for his or her integrity with others.
2. The Jamia Hamdard (Deemed to be University) shall take steps to utilize the capacity of persons with disability by providing appropriate environment.
3. It will make sure that no persons with any kind of disabilities shall be discriminated on the ground of disability, unless it is shown that the impugned act or omission is a proportionate means of achieving a legitimate aim.
4. No person shall be deprived of his or her personal liberty or rights on the ground of disability.
5. The Jamia Hamdard (Deemed to be University) shall take necessary steps to ensure reasonable accommodation for persons with disability.
6. It shall take measures to protect persons with disability from being subjected to torture, cruel, inhuman or degrading treatment.

b) Protection from Abuse, Violence, and Exploitation

Jamia Hamdard (Deemed to be University) shall take following measures to protect persons with disabilities against abuse, violence, and exploitation:

1. Create awareness and make available information among the public.
2. Take cognizance and provide available legal protection to the persons with disabilities in matters relating to abuse, violence and exploitation

EDUCATION

To provide inclusive education to the students with disabilities, Jamia Hamdard (Deemed to be University) shall:

1. Admit the students without discrimination and provide education and opportunities for sports and recreation activities equally with others;
2. Detect specific learning disabilities in students (in terms of course curriculum) at the earliest and take suitable pedagogical and other measures to overcome them;
3. Make the entire campus barrier free so that services become accessible to the Persons with Disabilities;
4. Provide necessary support, individual or otherwise, in creating an environment that would nurture academic and professional potentialities at par;
5. Ensure that the education to persons who are blind or deaf or both is imparted in the most appropriate languages and modes and means of communication;
6. Monitor participation, progress in terms of attainment levels and completion of education in respect of every student with disability;
7. Provide transportation facilities to the students with disabilities and their attendants.

Click for Details:

[Provision for Disable Persons](#)

ATTENDANCE

1. All students must attend every lecture delivered, however, to account for the late joining or other such contingencies, the attendance requirement for appearing in the semester examinations shall be a minimum of 75% of the total classes actually held.
2. In order to maintain the attendance record of a course, a roll call will be taken by the subject teacher in every scheduled lecture.
3. Attendance on account of participation in the prescribed functions of NCC, NSS, InterUniversity sports, educational tours/field work assigned by the university to students shall be credited to the aggregate, provided the attendance record, duly counter signed by the officer in-charge, is sent to the Head of Department within two weeks' time after the function/activity.
4. The subject teacher will consolidate the attendance record for the lectures for each student. The statements of attendance of students shall be displayed on the Department's notice board by the teacher concerned at the beginning of the following month and consolidated attendance before the conclusion of each semester as given in the University calendar. A copy of the same shall be sent to the Head of Department for record. Notices displayed on the notice board shall be deemed to be a proper notification, and no individual notice shall be sent to students.
5. If a student is found to be continuously, absent from the classes without information for a period of 30 days, the teacher in charge shall report it to the Head of Department, who will inform the Registrar through the Dean. Registrar will issue a notice to such student, as to why his/ her admission should not be cancelled. A decision on cancellation of admission within 30 days of issue of the notice. A copy of the order shall be communicated to the student.

6. A student with less than 75% attendance of the lectures in each course shall be detained from appearing in the semester examination of that course. The Dean of the School concerned may consider application for the condonation of shortage of attendance up to 5% on account of sickness or any other extra ordinary circumstances, provided the medical certificate duly certified by registered Medical Practitioner, had been submitted within 7 days of the recovery from the illness.
7. A student detained because of attendance will be re-admitted to the same class in the next academic year on payment of current fees except enrolment and identity card fees.

STUDENTS' WELFARE

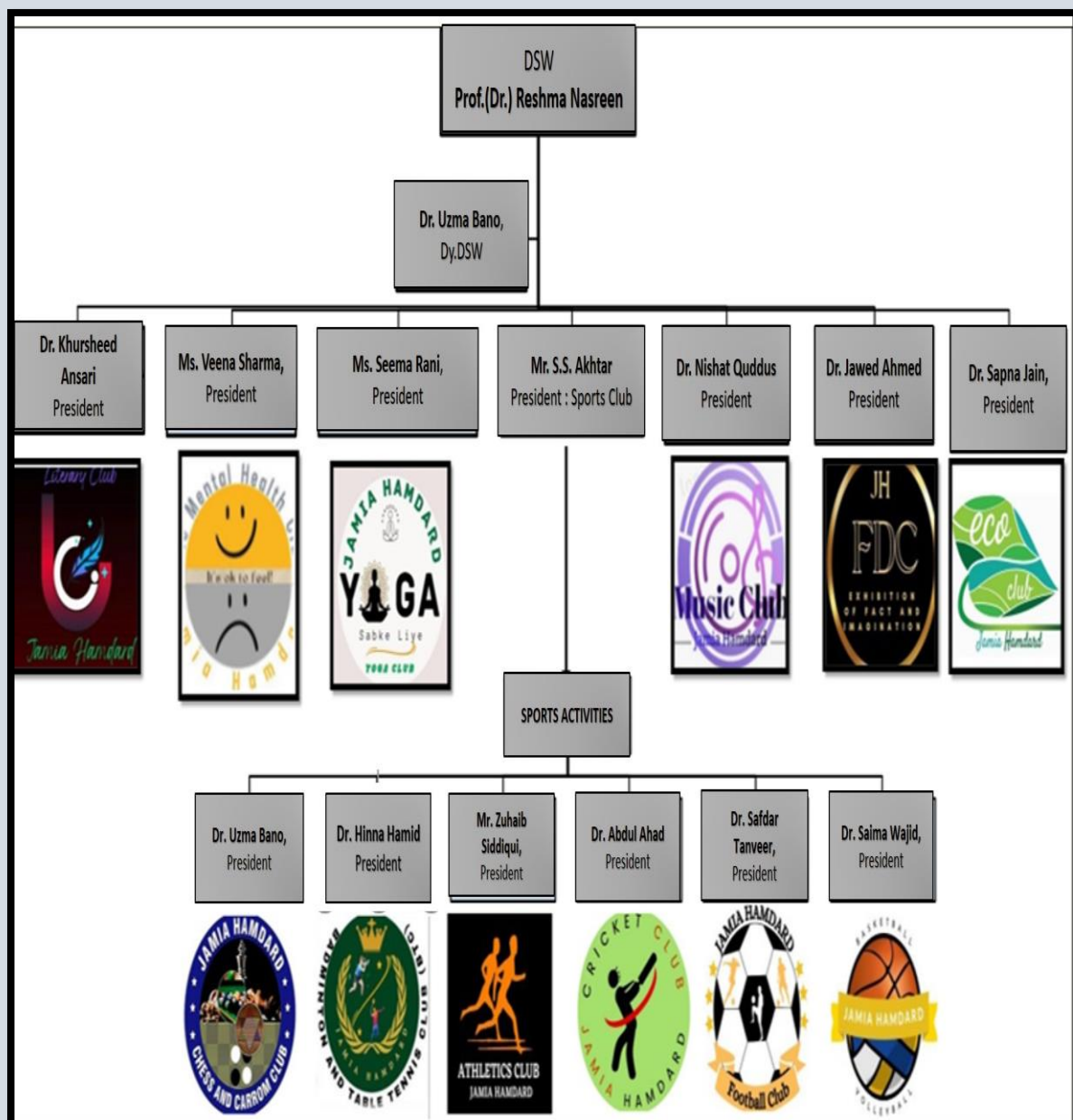
The main objective of the Office of Dean Students' Welfare is to provide an affable learning atmosphere for all the students by providing essential guidance, appropriate counseling, and resolving their concerns within the parameters of DSW. It aims to promote and encourage cultural, social, sports and literary activities with a view to foster holistic development of the student community.

ACTIVITIES UNDERTAKEN BY THE OFFICE OF DSW (2022-23)

S.No.	DATE	NAME OF PROGRAM
1	January 10, 2022	Inauguration of Literary Club
2	February 8, 22	International webinar on emotional intelligence Key to personal and profession success
3	April 3, 2022	World Aquatic Animal Day
4	June 3, 2022	Literary Club of Jamia Hamdard 'Adbiyat' organized its first offline event 'Sukhanwar: Poetry Out Loud' which was a trilingual poetry recitation competition
5	June 04, 2022	Webinar on Plastic Waste Management
6	June 14, 2022	Webinar on Insights about Yoga by Yogacharya
7	June 21, 2022	International Day of Yoga 2022 Celebration
8	September 8, 2022	Shamrock Eco Club of Jamia Hamdard of Jamia Hamdard, organized on "My 10kg Plastic Campaign."
9	August 15, 2022	Independence Day
10	September 9, 2022	International Suicide Prevention Day
11	October 12, 2022	Azadi ka Amrit Mahotsav a. An evolution speech competition and rangoli competition

		b. Har Ghar Tiranga c. Patriotic Song Competition d. The Partition Horror's Remembrance Day'
12	November 04, 22	Ek Bharat Shreast Bharat
13	November 15, 22	Celebration of Jan Jatiya Gaurav Divas (Birth Anniversary of Bhagwan Birsa Munda)
14	December 28 ,2022	Lecture on: "Mental and Emotional Wellbeing"
15	January 11 – 17 2023	Road safety awareness campaign 2023
16	January. 12, 2023	National Youth Day
17	January 25, 2023	National Voters Day
18	January 26, 2023	74th Republic Day Celebration at Jamia Hamdard

STUDENT CLUBS AND PRESIDENTS



TEAM DSW



DEAN STUDENT'S WELFARE	Prof. (Dr.) Reshma Nasreen	drreshmanasreen@jamiahamdard.ac.in
DY. DSW	Dr. Uzma Bano	uzmabano@jamiahamdard.ac.in
SPORTS SECRETARY	Dr. Sohrab Ahmad Khan	Sakhan_ahs@jamiahamdard.ac.in
NSS CO- ORDINATOR	Dr. Khursheed Ahmad Ansari	kaansari@jamiahamdard.ac.in
CULTURALCO- ORDINATOR	Ms. Seema Rani	Seema9rani@jamiahamdard.ac.in



Activities Under Mental Health Club

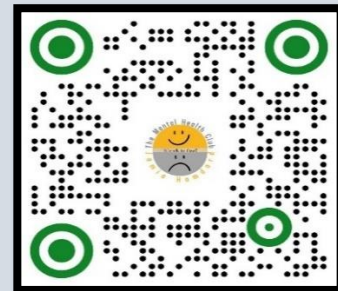
Workshops on Suicide prevention

Discussion groups

Soft Skills Essentials and Awareness

Psychological First Aid

Developing Emotional Quotient



Activities Under Drama and Film Club

One act play

Street play

Stand-up
comedy

Skit

Full length
play

Mono acting

Mime









Mimicry

Film screening
and analysis

Documentary
making



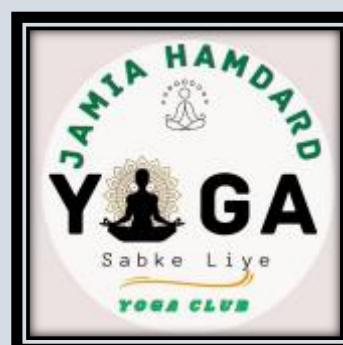
Activities Under Literary Club

-  · Bait Bazi
-  · Quiz
-  · Creative Writing
-  · Journalistic Writing
-  · Recitation
-  · Debating
-  · Public Speaking
-  · Poetry Writing



Activities Under Yoga Club

- Yogasana and Pranayama for staff and students.
- Seminar and workshop on 'Memory Management '
- Seminar and workshop on 'Stress Management
- Workshop on 'Yoga for Weight Loss '
- Seminar on 'Yoga for Team Work and Social Life'



Activities Under Music Club

Fusion Music

Hindustani/Classical/Regional Music

Western Music



Activities Under Eco Club



WASTE
MANAGEMENT
INITIATIVES



ENERGY
CONSERVATION



SAVE WATER
CAMPAIGN



ESSAY WRITING



POETRY WRITING



SLOGAN WRITING



PHOTOGRAPHY



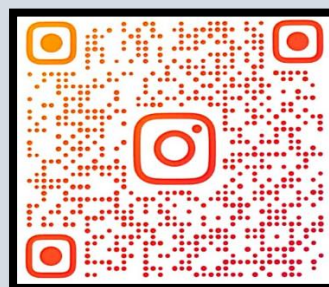
REDUCE, REUSE AND
RECYCLE
INNOVATIONS





Objectives and Activities Under Sports Club

- **Tackling Temperament**
- **Teaches Discipline**
- **Instilling Leadership, teamwork, problem-solving, responsibility, self-discipline, and a sense of initiative**
- **Career Skills**
- **Recreational sports like: Football, badminton, basketball, cricket, chess, carrom, volleyball and table tennis**





Link:

[Details of events](#)

NATIONAL CADET CORPS

VISION: Empower volunteer youth to become potential leaders and responsible citizens of the country.

MISSION: To develop leadership and character qualities, mold discipline and nurture social integration and cohesion through multi-faced programs conducted in military environment.

AIM: The NCC aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens.

12th NATIONAL VOTERs DAY

25 JANUARY 2022



Jamia Hamdard, celebrated the 12th National Voters Day on January 25th. The event was hosted by the offices of the Dean Students' Welfare at the Entrance Hall of the Administrative Block. NCC cadets with NCC Officer Dr. SAMAR WAZIR and NSS volunteers were joined by students across the university. Deans of Schools, senior office bearers and staff.

NCC – in action



Ek Bharat Shreshtha Bharat

NIC Camp-1

1-12-Oct-2018



Our two Cadets have gone for this camp and got Second Position in NAP Activity there.

Swachh Bharat Abhiyan (Swachhta Pakhwada)

17-Nov-2019



NCC Jamia Hamdard has bring awareness about keeping cleanliness & Hygiene in surrounding by keeping the surroundings clean.

INDEPENDENCE DAY

15 August 2020



Security Officer with NCC Cadets.

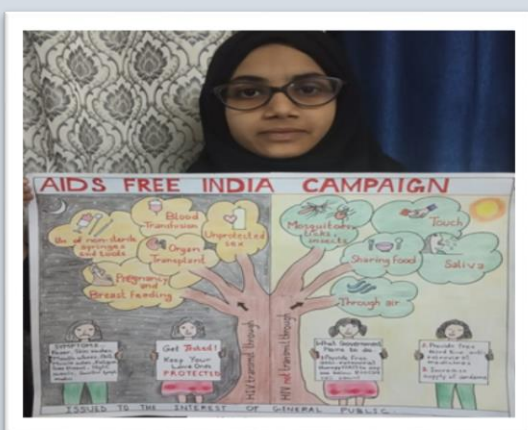
Link

[NCC-Women-wing-Jamia-hamdard-Report](#)

NSS-NATIONAL SERVICE SCHEME

National Service Scheme is one of the esteemed organizations under the aegis of Ministry of Youth Affairs and Sports (MYAS), Government of India. At Jamia Hamdard, it is partially funded scheme by GoI. It aims at the sociocultural enrichment of youth and to make them responsible citizen of the country and to groom their multifaceted personality development. Jamia Hamdard has a NSS unit since more than 2 and half decades (2002), engaging the youth to volunteer in calamities, awareness programs, blood donation, plantation, conservation, cleanliness, vaccination, AIDS awareness and other policies of the Government where the youth of Jamia Hamdard are contributing in Nation Building Program. NSS in Jamia Hamdard has grown as a vital on campus activity for both Undergraduate and Post-Graduate level students with a sanctioned strength of 200 student volunteers every year. The NSS volunteers along with the exposure in community development get a certificate issued by the university for their valuable contribution which is beneficial for their future by providing them job opportunities in public and private sector as well as adds value to their career.

NSS- A GLIMPSE



Link

[NSS Related Details](#)

PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

The University follows a zero-tolerance policy towards sexual harassment. "Sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

- i. Physical contact and advances, or
- ii. Demand or request for sexual favours, or
- iii. Making sexually coloured remarks gestures; or
- iv. Showing pornography; or
- v. Any other unwelcome physical, verbal or non-verbal contact of sexual nature.

Examples of Sexual Harassment in Different Forms-

Verbal Form

- i. Sexual or gender-based jokes or teasing
- ii. Unwelcome sexual overtone in any manner- such as over telephone
- iii. Requesting sexual favours
- iv. Telling lies or spreading rumours about a person's personal life or sex life
- v. Pressure for meeting/dates.
- vi. -Comments about clothing, personal behaviour, or a person's body Graphic descriptions of pornography

Non-Verbal Form

- i. Staring
- ii. Sizing up a person's body (looking up and down)
- iii. Derogatory gestures of a sexual nature Facial expressions of a sexual nature; winking licking lips
- iv. Stalking

Visual Form

- i. Exhibiting visual material such as posters, cartoon, drawings calendars, pinups, pictures, computer programs of sexual nature
- ii. Written material that is erotic in nature, such as notes, SMS, E-mail containing sexual comments
- iii. Objects of a sexual nature.

Physical form

- i. Forcible physical touch or molestation
- ii. Unwelcome hugging, sexual touching or kissing Standing too close to or brushing up against another person, leaning over, invading personal space
- iii. Patting, stroking, grabbing or pinching
- iv. Blocking someone's path with the purpose of making a sexual advance
- v. Actual or attempted sexual assault, or forced fondling.
- vi. Rape or attempted rape or any such offences/acts as enumerated, detailed or falls within the ambit of or as defined under the Indian Penal Code, 1860 (as amended) and Code of Criminal Procedure (as amended)
- vii. Eve teasing or disrespectful behaviour to any person or student indulging in obscene, unbecoming behaviour inside Jamia Hamdard Campus Sharing of photograph, contact number, other details without the consent of the intended person.

Penalties:

The following penalties, for acts of indiscipline or misconduct, for good and sufficient reason may be imposed on a student, namely:

1. Written warning and information to the guardian.
2. Fine up to Rs 50,000 (Rupees Fifty Thousand Only)
3. Suspension from the class/Department/College/Hostel/Me/Library/Canteen, Playground, Gymnasium or curtailment of any other facilities, for a period of up to 6 months or till pending an enquiry.
4. Suspension or cancellation of scholarships, fellowships, or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
5. Debarring from participation in sports/NCC etc, and other such activities.
6. Disqualifying from holding any representative position in the Class/College/Hostel Mess/ Sports/Clubs and similar other bodies.
7. Recovery of pecuniary loss, if any caused to the property of Jamia Hamdard.
8. Debarring from an examination.
9. Expulsion from the rolls of Jamia Hamdard for a specified period as deemed fair and reasonable under the circumstances of the issues/case.
10. Disqualifying from further studies, or prohibition of future admission or readmission.
11. Rustication from the rolls of the university.

ANTI-RAGGING COMMITTEE

Jamia Hamdard has ZERO TOLERANCE for ragging. Offenders shall be dealt/punished under prescribed laws.

As per direction of the Honourable 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.

Anti-ragging Committee and Anti-ragging Squad in compliance with the AICTE regulations Anti-ragging Committee and Anti-ragging Squad have been constituted to prevent the menace of ragging. The squad conducts frequent patrolling in the common areas of the campus and maintains vigil to prevent the occurrence of ragging.

There shall be an anti-ragging Committee at the department/school university level for the purpose for checking instances of ragging if any. The anti-ragging Committee shall comprise of the following members with the Chief Proctor as its Chairman.

The anti-ragging committee at the university level will comprise of the following:

1. Chief Proctor
2. Chairman Member
3. Dean of each Faculty
4. Member
5. Member
6. Provost Concerned Hostel Warden

The anti-ragging committee shall be responsible for taking immediate action on receipt of the complaint/information or suo moto about any instances of ragging. The Chief Proctor/Provost may lodge a First Information Report (FLR) in respect of offences regarding which an action may be taken under the Indian Penal Code and such action would be in addition to the disciplinary action which may be taken by the University.

STUDENTS GRIEVANCE REDRESSAL COMMITTEE

The main objective of the Students Grievance Redressal Committee is to provide opportunities for redressal of grievances of students already enrolled in an institution, as well as those seeking admission to an institution and to adopt a mechanism to ensure timely redressal of grievances.

Jamia Hamdard has a duly constituted Institutional Students Grievance Redressal Committee (ISGRC) as per the requirements of UGC (Redress of Grievances of Students) Regulations 2019. The function of the committees is to look into the complaints lodged by any student, and judge its merit.

School Grievance Redressal Committees (SSGRC) have also been created as mandated by the Regulations. Dean of the School is the Chairperson of the SSGRC. Students are encouraged to approach SSGRC for the speedy resolution of their grievances.

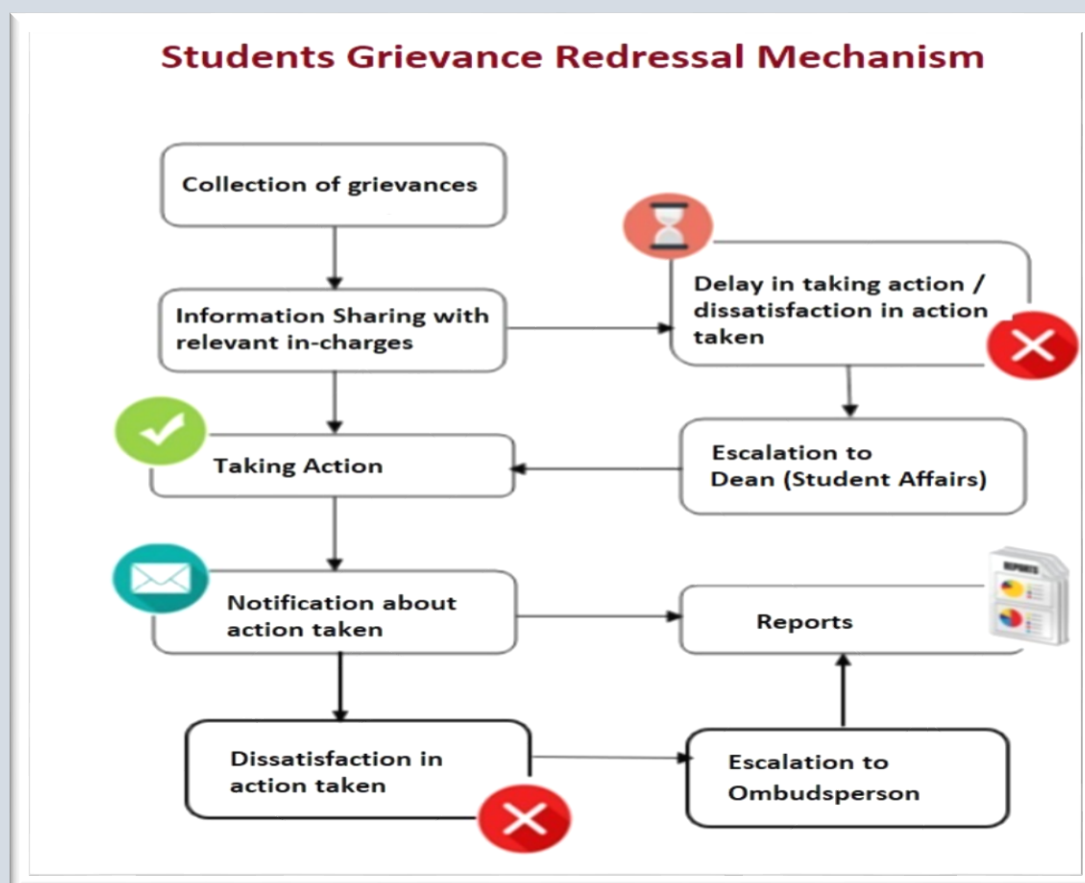


LINK- Jamia Hamdard

<https://jamiahamdard.edu/UserPanel/DisplayPage.aspx?page=esk&ItemID=cag>

CONSTITUTION OF ISGRC

S No.	Category	Position in ISGRC	Name & Designation
1.	PVC/DEAN/ Sr. Professor of Institution	Chairperson	Prof. Divya Vohra HoD, Department of Pharmacology
2.	Dean Students' Welfare	Member	Prof. Reshma Nasreen
3.	Proctor/Sr. Academic	Member	Prof. M.S. Alam
4.	A representative from student to be nominated by the Vice-Chancellor based on academic merit/excellence in sports/performance in co-curricular activities	Member	Ms. Bonhishika Dey (MBA General) (Enrol No 2020-502-023)
5.	Additional Member Proposed	Convenor	Dr.Showkat R. Mir, Department of Pharmacognosy & Phytochemistry



HOSTEL ADMINISTRATION

Provost (Boys)	Prof. Haider A. Khan	9643155931
Provost (Girls)	Dr.Syeedun Nisa	9958522023
Dy. Provost	Dr. Sohrab A. Khan	8802648164
Warden-Ibn-e-Sina Girl's Hostel	Dr. Fozia Yasmin	9717081276
Warden- Anne Marie Girl's Hostel & Rabia UG Girls Hostel	Dr. Sahar Saleem	8218538365
Warden-AMHR Girl's Hostel Medical Wing	Dr.RubeenaMehroo	9811540715
Warden AMHR Gil's Hostel Non –Medical Wing	Dr. Shabnam Abbasi	8506825922
Warden JLN Girl's Hostel	Ms.MansiDabola	7078115429
Warden JLN Boy's Hostel	Dr.Mairaj Ansari	7455843561
Warden Ibn-e- Batuta Boy's Hostel	Dr.Jehirul Islam	9723361869
General Warden	Dr. Mohammad Jamshed	9458884380



EVENT 3: SNA POSTER COMPETITION

On 28th August 2019, SNA Poster Competition was held. 20 students of Nursing were registered for poster making competition. The topic for the poster making competition was "New Technologies in Nursing Care" and competition started at 11:00am. Many innovative ideas were put up by the students. It serves as a meeting place for creative minds to discuss their ideas. Ms. Khadija B.Sc. Nursing 2nd year student took part in the Poster Making Competition.

