

**JAMIA HAMDARD**  
**Hamdard Nagar, New Delhi - 110 062**  
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Ref: AS/JH/CONV/63-C/2025  
Dated: 7<sup>th</sup> February, 2025

**OFFICE ORDER**

**Subject: Sub-Committees constituted for the Annual Convocation 2025**

The Vice Chancellor is pleased to constitute the following Sub-Committees for the smooth conduct of the forthcoming University Convocation to be scheduled in the last week of February 2025:

**1. Pandal/Hanger Committee:**

- |  |   |          |
|--|---|----------|
| a) Dr. M.A. Sikandar, Registrar                      | - | Chairman |
| b) Mr. S. S. Akhtar, Controller of Examinations      | - | Member   |
| c) Mr. Ashu Kumar, Offg. Finance Officer             | - | Member   |
| d) Prof. S. Raisuddin, Director (Academics)          | - | Member   |
| e) Mr. M.G. Vinod Kumar, Asst. Registrar (VC Office) | - | Member   |
| f) Mr. Azhar Ali Khan, Executive Engineer (Off.)     | - | Member   |

**2. Gold Medal Committee:**

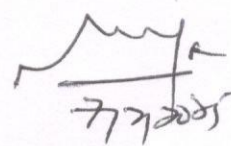
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|---|---|----------|
| a) Mr. S. S. Akhtar, Controller of Examinations | - | Chairman |
| b) Prof. Shakir Ali, SCLS                       | - | Member   |
| c) Prof. M. Shamim, Dept. of Chemistry, SCLS    | - | Member   |
| d) Ms. Nahid Chaudhary, A. R. (Exams)           | - | Member   |
| e) Ms. Jasvinder Kaur, A. R. (Exams)            | - | Member   |
| f) Mr. Aslam Bhatti, Assistant (Exams)          | - | Member   |

**3. Gown and Academic Procession Committee:**

- |  |   |          |
|--|---|----------|
| a) Prof. Asgar Ali, SPER                           | - | Chairman |
| b) Prof. Javed Ali, SPER                           | - | Member   |
| c) Prof. Yasmin Shamsi, SUMER                      | - | Member   |
| d) Prof. Hina Hamid, HoD, Chemistry                | - | Member   |
| e) Prof. Sohrab A. Khan, HoD, Physiotherapy, SNSAH | - | Member   |
| f) Ms. Bindu Shaiju, Associate Prof., RCN, SNSAH   | - | Member   |
| g) Dr. Uzma Bano, Associate Prof., SUMER           | - | Member   |
| h) Dr. Saima Wajid, Assistant Prof., SCLS          | - | Member   |
| i) Dr. Safdar Tanweer, Assistant Prof., SEST       | - | Member   |
| j) Ms. S. Sreelatha, AR (VCO)                      | - | Member   |

**4. Dias Management and Program (University Tarana and National Anthem) Committee:**

- |  |   |          |
|--|---|----------|
| a) Prof. Reshma Nasreen, DSW               | - | Chairman |
| b) Prof. Asim Ali Khan, Dean, SUMER        | - | Member   |
| c) Prof. Zeenat Iqbal, FSA                 | - | Member   |
| d) Prof. Rana Zaidi, SCLS                  | - | Member   |
| e) Prof. Khursheed Ansari, NSS Coordinator | - | Member   |

  
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|---|---|--------|
| f) Ms. Nishat Qudus, Associate Prof., SNSAH | - | Member |
| g) Dr. Mehar Fatima, Assistant Prof., HILSR | - | Member |
| h) Mr. Rukmesh Kumar, A. R. (Estab.)        | - | Member |
| i) Mr. Kishwar Khan, AR (Gen. Admn)         | - |        |
| j) Ms. S. Sreelatha, A.R (VC Office)        | - | Member |

**5. Preparation of Vice-Chancellor's Report & Chief Guest's Address Committee:**

- |   |   |          |
|---|---|----------|
| 2. Prof. S. Raisuddin, Dean (Academics) | - | Chairman |
| 3. Prof. Veena Sharma, Principal, RCN   | - | Member   |
| 4. Prof. Sayeedun Nisa, Director, HHS   | - | Member   |
| 5. Prof. Parul Aggarwal                 | - | Member   |
| 6. Dr. Uzma Akhtar Khan, Deputy Provost | - | Member   |
| 7. Mr. Vinod Kumar MG, AR, VCO          | - | Member   |

**6. Audio/Visual Committee:**

- |   |   |          |
|---|---|----------|
| a) Prof. Farheen Siddiqui, HoD, SEST                    | - | Chairman |
| b) Prof. Farhat Bashir Khan, CMMC                       | - | Member   |
| c) Dr. Imran Hussain, Assistant Prof., SEST             | - | Member   |
| d) Dr. S.S. Biswas, Assistant Professor, SEST           | - | Member   |
| e) Dr. Abdul Qadir Siddiquee, Assistant Professor, CMMS | - | Member   |
| f) Mr. Mirza Rahil Beg, System Analyst, Computer Centre | - | Member   |
| g) Mr. Tauhid Alam, Consultant Media Relations          | - | Member   |
| h) Mr. Md. Zeeshan, Asst. Prof., CMMC                   | - | Member   |

**7. Security, Protocol and Parking Committee:**

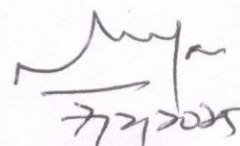
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|---|---|----------|
| a) Dr. M. A. Sikandar, Registrar          | - | Chairman |
| b) Prof. M. Shaharyar, Chief Proctor      | - | Member   |
| c) Dr. Tabreez Nafees, Assistant Proctor  | - | Member   |
| d) Dr. Umar Jahangar, Assistant Proctor   | - | Member   |
| e) Dr. Sarfaraz Ahsan, Deputy Registrar   | - | Member   |
| f) Mr. Azhar Ali Khan, Executive Engineer | - | Member   |
| g) Mr. Rukmesh Kumar, A. R. (Estab.)      | - | Member   |
| h) Mr. Kishwar Khan, A. R. (Gen. Admn.)   | - | Member   |
| i) Mr. Ram Sundar, OSD (Security)         | - | Member   |

**8. Refreshments Committee:**

- |  |   |             |
|--|---|-------------|
| a) Prof. Uma Bhandhari, SPER                         | - | Chairperson |
| b) Prof. Mumtaz Alam, SPER                           | - | Member      |
| c) Dr. Kalpana Zutshi, Associate Prof., SNSAH        | - | Member      |
| d) Dr. Noria Farooqui, Assistant Prof., SMBS         | - | Member      |
| e) Dr. Iram Rao, Assistant Professor, HILSR          | - | Member      |
| f) Dr. Md Iqbal Raja Khan, Assistant Professor, SCLS | - | Member      |
| g) Mr. Tanvir Ul Haque, Manager, Scholar House       | - | Member      |

**9. Press / Media Committee:**

- |  |   |          |
|--|---|----------|
| a) Dr. M. A. Sikandar, Registrar                 | - | Chairman |
| b) Prof. Asim Ali Khan, Dean, SUMER              | - | Member   |
| c) Prof. Farhat Bashir Khan, CMMS                | - | Member   |
| d) Dr. Khursheed A. Ansari, SUMER                | - | Member   |
| e) Dr. Jawed Ahmed, Associate Prof., SEST        | - | Member   |
| f) Dr. Babar Ali Khan, Assistant Professor, SMBS | - | Member   |

  
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| g) Ms. S. Sreelatha, Asst. Registrar (VCO)     | - | Member |
| h) Mr. Tauhid Alam, Consultant Media Relations | - | Member |

#### 10. Website Committee:

- |   |   |          |
|---|---|----------|
| a) Prof. Javed Ali, SPER                          | - | Chairman |
| b) Prof. Farheen Siddiqui, SEST                   | - | Member   |
| c) Prof. Parul Agarwal, SEST                      | - | Member   |
| d) Dr. Jawed Ahmad, SEST                          | - | Member   |
| e) Dr. Sarfaraz Ahsan, Deputy Registrar           | - | Member   |
| f) Dr. Imran Hussain, Assistant Prof., SEST       | - | Member   |
| g) Mr. Azam Khan, System Analyst                  | - | Member   |
| h) Mr. Tauhid Alam, Consultant Media Relations    | - | Member   |
| i) Mr. Mirza Rahil Beg, Incharge, Computer Centre | - | Convener |

#### 11. Invitation/Reception Committee:

- |   |   |          |
|---|---|----------|
| a) Mr. S. S. Akhtar, Controller of Examinations | - | Chairman |
| b) Dr. Sadaf Siraj, Associate Prof., SMBS       | - | Member   |
| c) Dr. Sarfaraz Ahsan, DR                       | - | Member   |
| d) Dr. Sherin Zafar, Asst. Prof., SEST          | - | Member   |
| e) Dr. Jagriti Narang, Asst. Professor, SCLS    | - | Member   |
| f) Mr. Vinod Kumar MG., AR, VCO                 | - | Member   |
| g) Mr. Kishwar Khan, AR (Gen. Admn)             | - | Member   |
| h) Mr. Tauhid Alam, Consultant Media Relations  | - | Member   |
| i) Ms. S. Sreelatha, AR, VCO                    | - | Member   |

#### 12. Preparation of Degrees / Certificates Committee:

- |   |   |          |
|---|---|----------|
| a) Mr. S. S. Akhtar, Controller of Examinations                 | - | Chairman |
| b) Prof. Seema Rani, Vice Principal, Rufaida College of Nursing | - | Member   |
| c) Dr. Mohd. Abdul Ahad, Associate Prof., SEST                  | - | Member   |
| d) Dr. Saima Wajid, Associate Professor, SCLS                   | - | Member   |
| e) Mr. Azam Khan, System Analyst                                | - | Member   |
| f) Ms. Nahid Chaudhary, A. R. (Exams)                           | - | Member   |
| c) Ms. Jasvinder Kaur, A. R. (Exams.)                           | - | Member   |
| d) Ms. Farzana Parveen, Sr. Assistant (Exam.)                   | - | Member   |

#### 13. Committee for Seat Arrangement & Guest Management:

- |   |   |          |
|---|---|----------|
| a) Prof. Manju Chhugani, Professor, SNASH         | - | Chairman |
| b) Prof. Saleena Bashir, Dean, HILSR              | - | Member   |
| c) Prof. S. Mahartaj Begum, Dean, SHSS            | - | Member   |
| d) Prof. S. Nadeemul Haque, Dean, SMBS            | - | Member   |
| e) Prof.. Syeedun Nisa, Provost (Girls)           | - | Member   |
| f) Prof. M. Shanawaz Abidin, Provost (Boys)       | - | Member   |
| g) Prof. Abdul Kalam Najmi, SPER                  | - | Member   |
| h) Prof. M. Asif, Incharge, CIF, SPER             | - | Member   |
| i) Prof. Sana Beg, HoD, Management                | - | Member   |
| j) Prof. Sohrab Khan, HoD, Paramedical Sciences   | - | Member   |
| k) Prof. Ruchi Nagar, Occupational Therapy, SNASH | - | Member   |
| l) Dr. S.S. Biswas, Assitant Professor, SEST      | - | Member   |
| m) Dr. Mohan Kamthan, Asst. Professor, SCLS       | - | Member   |
| n) Dr. Sapna Jain, Asst. Prof., SEST              | - | Member   |
| o) Dr. Fazlur Rehman, Asst. Prof., SHSS           | - | Member   |

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- p) Dr. Mairaj Ahmad Ansari, Asst. Prof., SCLS - Member  
q) Dr. Mirza Sarwar Beg., Asst. Prof., SPER - Member

**14. Committee for Signage, Banners & Background:**

- a) Prof. Farhan Jalees, Dean, SPER - Chairman  
b) Prof. Divya Vohra, SPER - Member  
c) Prof. Sayeed Ahmad, HoD, Food Technology - Member  
d) Dr. Nudrat Moini Rehman, Asst. Prof., SMBS - Member  
e) Dr. Shilpi Sarkar, Asst. Professor, SNSAH - Member  
f) Mr. Azhar Ali Khan, Executive Engineer (Off.) - Member  
g) Mr. Tauhid Alam, Consultant Media Relations - Member  
h) Ms. S Sreelatha, AR, VCO - Member

**15. Committee for Medical Emergency:**

- a) Prof. Sudhir Kumar Jain, Dean, HIMSR - Chairman  
b) Prof. Asim Ali Khan, Dean, SUMER - Member  
c) Prof. Sohrab A. Khan, HoD/Paramedical, SNSAH - Member  
d) Prof. Minhaj Ahmad, Medical Suptd., Majeedia Hospital - Member  
e) Dr. Kaleem Ahmad Khan, Consultant, Majeedia Hospital - Member  
f) Mr. Zuhaib Siddiqui, Assistant Professor, Physiotherapy - Member  
g) Ms. Fareha Khan, Assistant Professor, RCN - Member

**16. Crisis Management Committee:**

- a) Prof. M. Z. Abdin, SCLS - Chairman  
b) Prof. Vidhu Aeri, SPER - Member  
c) Prof. M. Shahryar, Chief Proctor - Member  
d) Dr. Sarfaraz Ahsan, Deputy Registrar - Member  
e) Mr. M.G Vinod Kumar., A. R., VCO - Member

**17. Committee for Campus Development, Maintenance and Housekeeping:**

- a) Dr. M.A. Sikandar, Registrar - Chairman  
b) Prof. Shahid Umar, SCLS - Member  
c) Prof. Mahmooduzafar, SCLS - Member  
d) Dr. Sarfaraz Ahsan, Deputy Registrar - Member  
e) Dr. Md. Iqbal Raja Khan, Assistant Professor, SCLS - Member  
f) Mr. Kishwar Khan, Assistant Registrar (Gen. Admn) - Member  
g) Mr. Azhar Ali Khan, Executive Engineer (Off.) - Member

**18. Disciplinary / Volunteers Committee:**

- a) Prof. M. Shaharyar, Chief Proctor - Chairman  
b) Prof. M. Shahnawaz Abdin, Provost (Boys) - Member  
c) Prof. Syeedun Nisa, Provost (Girls) - Member  
d) Prof. S. Mehartaj Begum, Dean, SHSS - Member  
e) Dr. Nishat Quddus, Deputy Proctor, -  
f) Dr. Saima Wajid, Associate Prof., SCLS - Member  
g) Dr. Umar Janagir, Assistant Proctor - Member

**19. Committee for Memento and Gift:**

- a) Dr. M.A. Sikandar, Registrar - Chairman  
b) Mr. S. S. Akhtar, Controller of Examination - Member

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| c) Prof. S. Mehartaj Begum, SHSS                     | - | Member |
| d) Prof. Asif Hussain, SPER                          | - | Member |
| e) Prof. Hina Hamid, Head, Department of Chemistry   | - | Member |
| f) Ms. Seema Rani, Cultural Coordinator              | - | Member |
| g) Mr. S. Masroor Hassan, Asst. Registrar (Purchase) | - | Member |

**20. Committee for Budgetary Provision:**

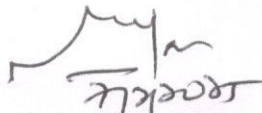

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|--|---|----------|
| a) Mr. Ashu Kumar, Offg. Finance Officer       | - | Chairman |
| b) Dr. M. A. Sikandar, Registrar               | - | Member   |
| c) Mr. S. S. Akhtar, Controller of Examination | - | Member   |
| d) Prof. Reshma Nasreen, DSW                   | - | Member   |
| e) Mr. M.G. Vinod Kumar, Asst. Registrar (VCO) | - | Member   |

Chairperson of each committee shall hold meetings to plan and executive the work on each items of responsibilities assigned to them. The chairperson of each sub-committee may co-opt any faculty member or staff depending on the requirement of task. All Deans, Heads, Directors of the Centres, Branch heads are required to extend help to the sub-committees to make the Convocation as grand success.

**Core Committee:**

For the purpose of effective coordination with different committees, there shall be a Core Committee under the Chairmanship of the Vice-Chancellor with Mr. Sajid Ahmed, OSD to Chancellor and the Chairpersons of different Sub-Committees as Members.

Authority: Approval of the Vice Chancellor dated 6<sup>th</sup> February, 2025

  
 (Dr. M.A. Sikandar)  
 Registrar  


**Copy to:**

1. All concerned
2. All Deans/HoDs/DSW/Directors of Centres/Units
3. Finance Officer/Controller of Examinations
4. Dean, Academics/Director, IQAC/Director, RDC
5. AR/Secretary to the Vice Chancellor
6. AR (Academics)
7. Sr. PA to the Registrar
8. Guard File