



جامعہ ہمدرد

JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A' Category

Hamdard Nagar, New Delhi-110062
Phone : 011-26059688 (12 Lines)
Website: www.jamiahamdard.edu

D.No: Etab/ED/2024/213
Dated: 01-10-2024

Dr. M.A. Sikandar
Flat No. 2203, Tower 16
Lotus Boulevard, Sector -100
NOIDA-201301
Email:sika1969@gmail.com

SUBJECT: OFFER OF APPOINTMENT AS PROFESSOR/DIRECTOR IN THE CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) UNDER SELF FINANCING SCHEME IN JAMIA HAMDARD.

Dear Sir,

I am pleased to inform you that, the Vice-Chancellor, on the recommendation of the Selection Committee held on 27.06.2024, has approved your appointment as Professor/Director in the Centre for Distance and Online Education (CDOE) under Self Financing Scheme in the Pay Matrix Academic Level -14 of 7th CPC with three advance increments, on probation for a period of one year, with effect from the date of your joining.

You are required to submit a medical fitness certificate after a medical check-up in any Govt. Hospital or Government recognized Hospitals. The Medical Certificate shall be signed by a Surgeon or a District Medical Officer.


In the meantime please confirm your acceptance of this offer by returning us a signed copy of this letter. The detailed terms and conditions of appointment is attached herewith this letter.

Please contact the office of the Dy. Registrar or Assistant Registrar (Establishment) with the following documents:

1. Medical Fitness Certificate
2. An affidavit in regard to personal verification. (Proforma Enclosed)
3. Relieving order from your present employer, if applicable.
4. Please bring educational & experience certificates in original for verification.

Your formal order will be issued after completion of other joining formalities as per rules.

Authority: Approval of the Vice-Chancellor dated 18.09.2024.


01/10/24
(Dr. Sarfaraz Ahsan)
Dy. Registrar

Copy to (for information and necessary action):

1. Director, CDOE (Offg.)
2. AR/Secretary to Vice-Chancellor
3. Sr. P.A. to Registrar
4. Personal/Guard File

JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi- 62

**TERMS AND CONDITIONS FOR APPOINTMENT OF DR. M.A. SIKANDAR AS
PROFESSOR/DIRECTOR IN THE CENTRE FOR DISTANCE AND ONLINE EDUCATION
(CDOE) UNDER SELF FINANCING SCHEME.**

1. The basic pay will be fixed in the pay matrix of Rs. 1,44,200-2,18,200 i.e. Academic Level 14 of 7th CPC Pay Matrix with three advance increments, as per rules of Jamia Hamdard.
2. Dearness Allowance and other Allowances will be admissible from time to time as per rules.
3. On joining the services of Jamia Hamdard, the appointee shall be governed under the New Pension Scheme (Corporate Sector) under PFRDA as per the Notification of Jamia Hamdard F.No. JH/RO/EC-69/2024/ICOR/85 dated 30.08.2024.
4. Jamia Hamdard provides medical cover and Leave Travel Concession for the teacher, spouse and dependent children, subject to monthly subscription. In case spouse is employed and covered under medical/LTC, the facility will not be available to you.
5. Casual Leave, Earned Leave and Half Pay Leave as admissible to teacher in Jamia Hamdard will be applicable.
6. The appointment is on probation for one year, which may, if needed, be extended to another year. The services of the appointee may be terminated if found unsatisfactory during the probation period. The decision of the Jamia Hamdard in this regard shall be final.
7. Your duties will include teaching and/or research in one or more departments as per requirement or any other work assigned from time to time. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties. Teachers will be responsible to coordinate in the smooth functioning of the Academic exercise including design of curricula.
8. Jamia Hamdard requires its teachers to be present in the department throughout the working hours and may be asked to perform duties beyond office hours and on holidays without any extra remuneration.
9. You shall, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Competent Authority of Jamia Hamdard and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of Jamia Hamdard.
10. You should not engage yourself either directly or indirectly in any other business, occupation or activity.
11. You are expected to strictly adhere with the Code of Conduct as applicable to the employees of Jamia Hamdard.
12. You are required to execute a service agreement with Jamia Hamdard, as per UGC Regulations, 2018.
13. You are expected to continuously update your knowledge, actively engage in teaching and research work regularly and publish papers in the subject of your specialization/domain/area in due courses.
14. The appointment will be co-terminus with the cessation/withdrawal/abolition of self-financing courses/CDOE programs under the Centre for Distance and Online Education in Jamia Hamdard unless terminated earlier.
15. Performance will be assessed by taking feedback from the appropriate authority/sources.
16. Your conduct and activities as a teacher of Jamia Hamdard should be in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
17. The Annual Self Appraisal Report (ASAR) as per UGC Regulations is to be submitted yearly duly forwarded by the Vice-Chancellor, Jamia Hamdard.
18. Jamia Hamdard usually do not encourage long leave for the purpose of employment elsewhere or for some other reason.



19. All matters pertaining to service conditions and matters arising out of this appointment shall be settled at the Jamia Hamdard level or by a duly constituted grievance committee and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.
20. If it is found, at any point of time, that the particulars furnished by the appointee to this post are false and deficient, the management shall be well within its rights, to terminate the services summarily, apart from any other legal action deemed necessary as per law of the land.
21. The appointment shall be terminable from either side by giving one month notice or one month salary in lieu of short notice period during the probation. After the probation and subsequent regularization of service, a notice period of three months will be required as per rules. However, in case of unauthorized absence, the competent authority may terminate the appointment without any notice or paying an amount in lieu of notice period.
22. The appointment is subject to the verification of the testimonials and if, any time during the services, the verification reveals that the claim of the candidate is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further actions as may be taken as per rules.
23. The above terms and conditions are only illustrative and not exhaustive. Jamia Hamdard may vary them as per exigencies of work.
24. If the above terms and conditions are acceptable to you, kindly confirm within 10 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.


(Dr. Sarfaraz Ahsan)
Dy. Registrar

I accept the terms & conditions as mentioned above for joining the post of Professor/Director, Centre for Distance and Online Education (CDOE).

Signature : _____
Name : _____
Date : _____
Place : _____



جامعہ ہمدرد JAMIA HAMDARD

(A Government Aided Deemed to be University)



D.No. Estab/LD.2025/467

Dated: 18.04.2025

NOTIFICATION

It is to inform all concerned that, in pursuance of the offer of appointment letter D.No. Estab/ED/2024/213, dated 01.10.2024 & extension of joining office order D.No. Estab/LD/2025/53-01, dated 10.01.2025 and subsequent relieving Orders from the Office of Registrar, MANUU No. MANUU/ER-I (A)F.506/2025/78 dated 17.4.2025, Dr. M.A. Sikandar has assumed the charge of the Office of the Director, Centre for Distance and Online Education (CDOE), Jamia Hamdard (Deemed to be University), New Delhi in the forenoon of 18th April, 2025.


18/04/25
(Dr. Sarfaraz Ahsan)
Registrar (Offg.)

Copy to:-

1. Prof. M.A. Sikandar, Director, Centre for Distance and Online Education (CDOE), Jamia Hamdard, New Delhi-110062
2. Joint Secretary, Distance Education Bureau (DEB), University Grants Commission, Distance Education Bureau 35, Feroze Shah Road, New Delhi-110 001 New Delhi (mwaware.ugc@gov.in)
3. Deputy Secretary, Distance Education Bureau (DEB), Feroze Shah Road, New Delhi- 110 001 (neethuthulasi.ugc@gov.in)
4. The Registrar, Maulana Azad National Urdu University (MANUU), Gachibowli, Hyderabad-500 032.
5. The Finance Officer
6. The Controller of Examinations
7. OSD to Hon'ble Chancellor
8. All Deans of Schools and Heads of Departments, Directors of Centres, Chief Proctor, DSW
9. OSD, Centre for Distance and Online Education, Jamia Hamdard
10. Assistant Registrar (Estab/Academic/Purchase), Executive Engineer (Offg), In-charge, HAH-CIT.
11. Secretary to Vice-Chancellor
12. Website Notification
13. Office copy



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India



Office of the Registrar / कुलसचिव कार्यालय

No.MANUU/ER-I(A)/F.506/2025-26/78

17 April, 2025

ORDERS / आदेश

Sub: MANUU - ER-I Section – Dr. M. A. Sikandar, Associate Professor, Dept. of Management and Commerce – Sanction of Extra Ordinary Leave (EOL) for a period of (02) two years following his appointment as Professor/Director, CDOE, Jamia Hamdard (Deemed University), New Delhi - Orders - Issued.

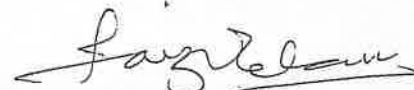
Ref: 1. Revised Office Order No.f.506/67 dated 15.04.2025.
2. Letter dated 15.04.2025 of Dr.M.A.Sikandar fwd by Head and Dean.
3. Approval of the Vice-Chancellor dated 16.04.2025.

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Consequent upon the selection to the post of Professor/Director, Centre for Distance and Online Education (CDOE) in Jamia Hamdard (Deemed University), New Delhi, the competent authority has considered the request made by Dr.M.A.Sikandar, Associate Professor, Department of Management and Commerce, MANUU, Hyderabad and sanctioned Extra Ordinary Leave (EOL) for a period of two years from 18.04.2025 to 17.04.2027 to enable him to join the above said post in Jamia Hamdard (Deemed University), New Delhi.

2. Accordingly, Dr.M.A.Sikandar is hereby stands relieved from the services of Maulana Azad National Urdu University, Hyderabad with effect from the afternoon of 17.04.2025 so as to report to the Vice-Chancellor, Jamia Hamdard (Deemed University), New Delhi.

By Order


सहायक कुलसचिव /Assistant Registrar
Establishment and Recruitment Section-I

To

Dr. M.A.Sikandar
Associate Professor
Dept. of Management and Commerce
MANUU.

Copy to:

1. The Vice-Chancellor, Jamia Hamdard (Deemed University), New Delhi
2. The Dean, School of Commerce and Business Management, MANUU
3. The Head, Department of Management and Commerce, MANUU
4. The Finance Officer, MANUU
5. Office of the VC / Registrar
6. Personal file

Gachibowli, Hyderabad - 500 032, T.S. India

Tel: +91(040) 2300-6601(VC-Office), 2300-6121(Registrar), 2300-6604(Fax)
EPABX 2300-6612, 13, 14, 15 Website: www.manuu.ac.in