



جامعہ ہمدرد

JAMIA HAMDARD

(A Government Aided Deemed to be University)



## OFFICE ORDER

Ref. No.: JH/RO/ICOR/2026/07

Date: 03.03.2026

### Subject: Assignment of Supervisory Responsibilities – Sports Complex

In order to ensure **proper discipline, smooth functioning, and maintenance of decorum** within the Sports Complex, comprising the Gymnasium and Cricket Ground, and to promote the **wellbeing, safety, and convenience of both staff and students**, the following officials are hereby assigned the responsibility of **supervision and overall monitoring**. Their role shall also include ensuring **fair access to facilities, fostering a healthy environment, encouraging sportsmanship, and addressing grievances promptly** to maintain a positive and inclusive atmosphere for all users:

1. **Mr. Ram Sunder**  
*Officer on Special Duty (OSD)*  
Contact No.: 8178805502
2. **Mr. Mohd Asif Khan**  
*Assistant Director, Physical Education & Sports*  
Contact No.: 9910181082
3. **Mr. Maubeen Khan**  
*Security Officer*  
Contact No.: 8285343016

### **Duties and Responsibilities**

- To oversee day-to-day operations of the Gymnasium and Cricket Ground.
- To ensure discipline, safety, and orderly conduct of all activities.
- To monitor usage of facilities and enforce rules/regulations.
- To coordinate with staff and users for smooth functioning.
- To report any irregularities or concerns to the competent authority.
- To promote a healthy and supportive environment for staff and students.
- To encourage participation in sports and recreational activities.
- To address grievances and provide assistance to ensure user satisfaction.

In case of any issues or requirements related to the Sports Complex, the above-mentioned officials may be contacted directly.

This order shall come into force with immediate effect and remain valid until further instructions

  
(Col. Tahir Mustafa)  
Registrar

### **Distribution List (Copy to):-**

- All concerned
- I/C HAH-CIT – to upload in the JH website and circulation to all JH Email Users
- AR & Secretary to VC
- Sr. PA to Registrar
- Guard File