जामिया हमदर्द 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.ac.in

D.No.Estab/LD/2026/1532
Dated: 19/11/2026

NOTIFICATION

Subject: Submission of Grievances, if any, by Teaching & Non-Teaching Staff and Students of Jamia Hamdard through the Designated Committees – reg.

It has been observed that a number of grievances and complaints are being submitted directly to the Hon'ble Vice-Chancellor, bypassing the grievance redressal mechanism established by Jamia Hamdrd.

2. Therefore, it is hereby notified for the information of all Faculty Members, Officers, Teaching and Non-Teaching Staff, and Students of Jamia Hamdard that the University has already constituted the following four Committees to address various nature & category of grievances and complaints:

A. **Students' Grievance Redressal Committee (SGRC)** for grievances received through the UGC e-Samadhan, notified vide No.:AS/SM/JH-5/2026 dated: 30-09-2026. (Annexure-I)

B. **Students' Grievance Redressal Committee (SGRC)** for grievances received through the Institutional Portal, notified vide No.:AS/SM/JH-5/2026 dated: 30-09-2026. (Annexure-I)

C. **Internal Grievance Cell for Teaching and Non-Teaching Staff of Jamia Hamdard**, notified vide D.No. Estab/LD/2026/1471 dated 03.11.2026. (Annexure-II)

D. **Internal Complaints Committee (ICC)**, constituted in accordance with the provisions of the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, notified vide D.No. Estab/LD/2026/1506 dated 12.11.2026. (Annexure-III)

3. The above-mentioned Committees have been constituted to ensure that the grievances and complaints received, if any, are thoroughly examined and addressed by the appropriate designated committees in a systematic, transparent and time-bound manner, in accordance with the applicable rules and regulations.

4. Accordingly, all concerned are hereby advised and instructed to submit their grievances and complaints, if any, to the respective Committee, as mentioned above, depending upon the nature and category of their grievances.

5. All concerned are further advised to strictly follow the prescribed grievance redressal mechanism of the University and refrain from submitting or forwarding their grievances directly to the Hon'ble Vice-Chancellor, without first approaching the appropriate designated Committee.

6. It is further clarified that any grievance or complaint submitted directly to the Hon'ble Vice-Chancellor, bypassing the established grievance redressal mechanism, shall not ordinarily be entertained for direct consideration. Any deliberate or repeated violation of the prescribed procedure, wherever warranted, may invite appropriate action in accordance with the applicable Jamia Hamdard rules and regulations.

19/11/26

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7. All Deans, Heads of Departments/Centres, Directors, Incharge of Units/Offices and other concerned authorities are requested to bring the contents of this Notification to the notice of all concerned for strict compliance.

Authority: Approval of the Vice-Chancellor dated 19-11-2026.

Ahsan 19/11/26

(Dr. Sarfaraz Ahsan)
Deputy Registrar

Enclosure: Annexure-I
Annexure-II
Annexure-III

Copy to:

1. All JH Email Users
2. All Notice Board of Jamia Hamdard
3. All Deans of Schools/ Dean- (Academics)/Directors/Heads of Departments/ DSW/ Incharge Offices/ Units
4. In-charge, HAH-CIT – for uploading on Jamia Hamdard Website.
5. Finance Officer (Offg.) / Controller of Examinations (CoE)/University Librarian
6. Chief Proctor/Provosts (Boys & Girls)
7. Secretary to Vice Chancellor / Sr. PA to Vice Chancellor
8. Office of the Registrar
9. Guard File