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/**316**
Dated: **19/02/** 2026

CIRCULAR

Sub.: Implementation of NuRe Campus HRMS Software for Attendance, Leave & Payroll – Reg.

In order to address the operational challenges faced in the earlier HRMS and to streamline attendance, leave management and payroll processing, the existing HRMS system has been replaced with a new HRMS platform, namely **NuRe Campus**. The new HRMS (NuRe Campus) shall be implemented w.e.f. next week for all employees of Jamia Hamdard.

2.   All Teaching and Non-Teaching staff (regular & contractual) are hereby informed to note the followings:

(a) The NuRe Campus HRMS can be accessed through the following URL:
https://jhu.nurecampus.com/dashboard-login

(b) For the first time HRMS user the Login ID & Password shall be as below:

User ID	:	Employee ID
Default Password	:	Info@1234.

All employees are required to log in at the earliest and change the default password immediately after first login for security purposes.

(c) For the convenience of all employees, a detailed User Manual of the NuRe Campus HRMS Software is being enclosed for kind perusal & guidance.

(d) A dedicated HRMS Helpdesk has been set up by HAHCIT to assist employees in case of any Login-related issues, Attendance marking issues or other Technical difficulties in the system. Employees facing such issues may approach the Helpdesk during working hours at the following locations:

First Half	:	Main Administrative Building (Glass Cubicle in Main Lobby)
Second Half	:	HAHCIT (Hakeem Abdul Hameed Centre for Information Technology)

(e) Employees facing issues such as leave balance discrepancies, leave approval concerns or related matters may send their concerns at estab.section@jamiahamdard.ac.in.

(f) Employees who do not have email access or are not computer-savvy, may approach the HRMS Helpdesk, which shall forward their concerns to the Establishment Section on their behalf.

3.   It is mandatory to all employees, while applying for leave through the NuRe Campus HRMS Software, to select the name of their Reporting Supervisor/Officer from the available dropdown list. The Reporting Supervisor/Officer shall further forward the leave application to the Competent Approving Authority in accordance with the established leave protocol of Jamia Hamdard, viz:

(a) Casual Leave (CL) shall be approved at the Department/School level.

(b) All other categories of leave shall be approved by the Hon'ble Vice-Chancellor.

(c) Earned Leave (EL) and Leave on Medical Grounds (Commuted Leave), in respect of Group 'B' & 'C' employees only, shall be approved by the Registrar.

Employees and Reporting Officers are advised to ensure strict adherence to the above procedure while processing leave applications in the system

4.   It is further informed that all leave applications shall be submitted through the NuRe Campus HRMS only. Manual/physical leave applications shall not be entertained henceforth, except in exceptional circumstances with due approval of the Competent Authority.

5.   Further, the salary from the next month onwards shall be processed strictly on the basis of attendance data available in the NuRe Campus HRMS. All Deans/Heads/Directors/Section In-charges are hereby directed to ensure that the Active Duty Report for the current month is submitted to the Finance Section **positively by 23.02.2026.**

6.   Further, it is reiterated that, henceforth, the Active Duty Report must be submitted to Finance Section positively by the **23rd of every month without fail**. Any delay in submission of the Active Duty Report shall not be considered under any circumstances.

7.   Therefore, all employees are advised to regularly mark their biometric attendance as per official timings and verify their attendance records in the system to ensure accuracy and to extend full cooperation in ensuring smooth implementation of the new HRMS by adhering strictly to the above instructions.

Authority: Approval of the Vice-Chancellor dated 16.02.2026.

(Col. Tahir Mustafa)
Registrar

Copy to:
1. All Deans of Schools/Heads of the Departments/Directors/In charge-Units
2. Dean Academics/Chief Proctor/DSW/Provost (Boys/Girls)
3. Finance Officer/Controller of Examinations (CoE)
4. In-charge HAHCIT- to upload it on JH website.
5. A.R./Secretary to Vice-Chancellor
6. Sr. P.A. to Registrar
7. Guard File