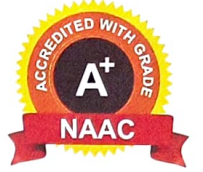




جامعہ ہمدرد

JAMIA HAMDARD

(Deemed to be University)



F.No. JH/RO/Acad/2025/ICOR/10

Dated: 19th March 2025

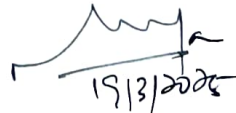
OFFICE ORDER

Sub: Functioning of the Office of the Dean (Academics)

The Office of the Dean (Academics) was made functional by appointing Prof. S. Raisuddin, SCLS with the approval of the Vice Chancellor as per the office order D.No. Estab/LD/2025/29, dated 07.01.2025 pending allocation of roles and responsibilities.

2. The following shall be the broad roles and responsibilities attached to the position of Dean (Academics) in Jamia Hamdard: -

- a) To plan, coordinate and implement Strategic Plan and Institutional Development Plan (IDP) of Jamia Hamdard and curriculum development of various academic programmes run by its various Schools, Departments and Centres in consultation with the Deans of Schools/Directors of Centres including Off campus Kannur;
- b) To assist the Vice Chancellor and the Academic Council in evolving the academic policy and programmes of Jamia Hamdard in line with the New Education Policy (NEP) 2020 and its amendments.
- c) To assist and guide the University officers in ensuring the compliance of regulations, directives, advisories, and public notices issued time to time by the UGC and other Statutory and Regulatory Councils and Government Bodies and those approved by the authority bodies of Jamia Hamdard (Executive Council, and Academic Council);
- d) To supervise, evaluate, and support Schools/Departments/Centres in a manner that promotes excellence in instruction, and scholarly and creative productivity;
- e) To assist the Vice Chancellor for ensuring improvement in the productivity of the Schools/Departments/Centres in instruction, research, and service responsibilities;
- f) To prepare the Academic Calendar containing all academic activities including decisions as regards academic terms, summer and winter vacation, dates for commencement of academic sessions and so on for the approval of the Vice Chancellor and the Academic Council;
- g) To assist the Vice Chancellor in the matters relating to academic integrity and quality, focusing on its academic mission of course delivery, evaluation and assessment and award of various academic degrees/diplomas and certificate by its various Schools and Centres including off-campus and off-shore centres;
- h) To prepare and implement a faculty development plan which contains a systematic design to improve classroom teaching skills, especially with students of diversity and to enrich academic experience of students when they are enrolled in Jamia Hamdard and as alumni when they pass out;


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- i) To coordinate professional development of faculty, administrators and staff for creating an effective and enabling academic ecosystem on the campus;
- j) To assist the Vice Chancellor to improve public perception of Jamia Hamdard by organizing conferences, workshops, lectures, orientation programmes by involving resource persons of an established reputation;
- k) To chalk out plans for launching new and innovative academic programme and revision or upgradation of the existing programme as per statutes and regulations prescribed by the relevant Statutory Councils and university authority bodies;
- l) To collect and analyse feedback from various stakeholders for the purpose of fostering a free, fair and inclusive academic ecosystem;
- m) To maintain databases related to admission, examinations and prepare demographic databases of the students based on nationalities, regional, gender, religion, economic and social indicators; and
- n) Any other roles and responsibilities assigned by the Vice Chancellor from time to time.

3. The above roles are in addition to his normal duties and responsibilities in the School/Department.

4. The Dean (Academics) shall report to the Vice Chancellor and will be an invitee at the Academic Council and Standing Committee of the Academic Council. The office of the Dean (Academics) will be provided adequate, office space, staffing and financial support.

Authority: Approval of the Vice Chancellor dated 17.03.2025.


19/3/2025
Registrar

Copy to:

- 1. Dean, Academics
- 2. All Deans
- 3. All HoDs/Directors/In-charge- Centres/Sections/Units
- 4. Finance Officer/Controller of Examination
- 5. University Librarian
- 6. DSW/Provost & Provost (Boys & Girls)
- 7. In-Charge, HAH-CIT - for uploading the Office Order on the University Website
- 8. AR/Secretary to the Vice Chancellor
- 9. SPA to Registrar
- 10. Guard File