OFFICE OF THE CONTROLLER OF EXAMINATIONS

Jamia Hamdard

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Ref. No.: JH/Exam/2026/11/079 Dated: 13.11.2026

Office Order

Sub: Restriction on Leave during Examination Period (Odd Semester)-Reg.

It has been observed by the Hon'ble Vice-Chancellor that faculty members are frequently availing Duty leave, Special Casual Leave (SCL), Casual Leave, Earned Leave during the examination period, which may adversely affect the smooth conduct of Odd semester examinations across different schools.

2. In order to ensure uninterrupted examination-related duties, the Competent Authority has directed that No Leave whatsoever shall be sanctioned to any Faculty members/Non-Teaching Staff till 24.12.2026

3. All Deans, Directors and Heads of Departments are requested not to forward/recommend any application for Leave (including for themselves) to the Registrar/Vice-Chancellor's Office pertaining to this period.

4. In case of extreme emergency/exigency only. Earned Leave (EL) or Casual Leave (CL) may be recommended and forwarded to the Vice-Chancellor's/Registrar Office for consideration.

Authority-Order of the Competent Authority dated 13.11.2026.

13-11-26

Controller of Examinations

Copy to:

1. All Deans/HoDs/Directors/In-charges-Sections-through email
2. Dean-Academics/Director IQAC/Director-RDC/DSW/Provost (Boys/Girls)
3. Finance Officer (Officiating)
4. Dy. COE
5. ACOE-I & ACOE-II
6. In charge of HAHCIT for uploading on the University Website
7. AR/Secretary to Vice Chancellor
8. Sr. PA to Registrar
9. Guard File