



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](http://www.jamiahamdard.ac.in)

D.No.Estab./LD/2025/1395

Dated: 13/10/2025

### NOTIFICATION

**Sub.: Submission of Annual Self-Appraisal Report 2024-2025 –Reg.**

Vide Jamia Hamdard Circular No. Estab/LD/852 dated 23.06.2022, all faculty members were informed to submit Annual Self-Appraisal Report (ASAR) by 31<sup>st</sup> October of every year on compulsory basis.

2. All faculty members are therefore requested to submit their ASAR of the Academic Year 2024-2025 positively by 31<sup>st</sup> October, 2025 after endorsement from IQAC in the prescribed format as available on the Jamia Hamdard IQAC webpage.

3. Failing to submit ASAR within the stipulated time (i.e. 31<sup>st</sup> October, 2025) may result in withholding the annual increment of the concerned teaching staff till their submission of ASAR or till further orders by the Competent Authority, whichever is earlier. Additionally, his/her CAS application shall not be considered, if the ASAR for any Academic Year within the assessment period, is not submitted.

Authority: Approval of the Vice-Chancellor dated 09.10.2025.

  
13/10/25  
(Dr. Sarfaraz Ahsan)  
Registrar (Offg.)

#### Copy to:

1. All Regular Teaching Staffs (through e-mail)
2. All Deans/ All Heads of the Departments/Offices/Units
3. Dean Academics/ Director- IQAC/Director- R&D Cell
4. Finance Officer (Officiating)/Controller of Examinations
5. Chief Proctor/Provost (Boys & Girls)/DSW
6. AR/Secretary to Vice-Chancellor
7. Sr. PA to Registrar
8. Guard File
9. Website Notification – through HAH CIT