



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.edu](http://www.jamiahamdard.edu)

D. No. Estab./LD/2024/1451 .

Date: 17/10/2024

**OFFICE ORDER**


**Subject: Submission of Annual Self-Appraisal Report 2023-24 – 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> of October of every year on compulsory basis.

2. All faculty members are therefore requested to submit their ASAR of the academic year 2023-2024 positively by 31<sup>st</sup> October, 2024 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, 2024) 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 15-10-2024.

  
(Dr. M.A. Sikandar)  
Registrar

**Copy to:**

1. All Teaching Staff (through email)
2. All Deans of the School and All Heads of the Departments
3. Director, IQAC
4. Finance Officer (Officiating)
5. Chief Proctor/Provost (Boys & Girls)/DSW
6. System Analyst-to get it uploaded on JH website
7. AR/Secretary to VC
8. SPA to Registrar
9. Guard File