

# **INFORMATION HANDBOOK**

**Under**

**Right to Information Act 2005**

**Jamia Hamdard (Deemed University)  
Hamdard Nagar, New Delhi-110062**

## INTRODUCTION

The Right to Information Act of 2005 intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-government established or constituted,—

- (a) by or under the constitution;
- (b) by any other law made by the Parliament;
- (c) by any other law made by State Legislature;
- (d) by notification issued or order made by the appropriate government, and includes any —
  - (i) body owned, controlled or substantially financed;
  - (ii) non-government organization substantially financed, directly or indirectly by funds provided the appropriate Government;

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under the control of any public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing Jamia Hamdard (Deemed University) and related information.

**MANUAL – I**  
**Section 4(1)(b)(i)**

**Particulars of organization, functions and duties**

Jamia Hamdard is a Society registered under the Societies Registration Act, 1860, (No. S/19910 of 1989) situated at Hamdard Nagar, New Delhi-110062. Jamia Hamdard has been declared as deemed to be a University vide Notification No. F.9-18/85-U.3 dated 10<sup>th</sup> May 1989 issued by the Government of India, Ministry of Human Resources Development (Department of Education). As a Muslim minority institution, established under Article 30 (1) of the Indian constitution, Jamia Hamdard is fulfilling its mandate of providing higher education to Indian Muslims, among others.

**OBJECTIVES:**

As per clause 3 of the Memorandum of Association of Jamia Hamdard, the aims and objectives for which the Society is established are as under:-

- (i) to promote through academic and professional endeavours the indigenous systems of medicine especially the Unani system and to modernise them without affecting their basic features;
- (ii) to undertake studies and research in the history of medicine and science;
- (iii) to promote the study of Islamic culture and civilization, art and architecture, languages and literatures, history and jurisprudence and education and to bring out the contributions of various Indian communities and group to the civilization, culture and scientific and literary attainments of India and carry out relevant surveys;
- (iv) to provide facilities for education, teaching, training and research in humanities, medicine, science and technology etc.;
- (v) to impart teaching and training in nursing and paramedical, technical and vocational courses;
- (vi) to co-operate and associate with national and international organisations and institutions in any part of the world having objects wholly or partly similar to those of Jamia;
- (vii) to promote and advance the cause of education, through instruction, teaching and research in such branches of knowledge as the Jamia Hamdard may think fit and as may be in consonance with the emerging needs of national life; to establish and maintain suitable institutions for this purpose;
- (viii) to maintain and develop with such adjustments as may be necessary, the historical character of the following institutions comprising Jamia Hamdard established by Janab Hakeem Abdul Hameed through the Hamdard National Foundation and appropriate Societies:

1. Institute of History of Medicine and Medical Research;
2. Indian Institute of Islamic Studies;
3. Hamdard Tibbi College;
4. Hamdard College of Pharmacy;
5. Majeedia Hospital and;
6. Rufaida School of Nursing;

and to impart a new vitality to them so that the challenges of the emerging areas of knowledge could be adequately met;

- (ix) to prescribe courses of study and conduct research in all branches of knowledge relevant to the objectives of the Society;
- (x) to provide facilities for the residence of students and co-curricular and extra-curricular activities;
- (xi) to confer degrees and to grant diplomas and/or certificates to persons who have satisfactorily completed the approved courses of study and/or researches as may be prescribed on the basis of the prescribed examinations;
- (xii) to confer honorary degree, awards, fellowship etc. to distinguished persons and;
- (xiii) to do all such things as may be incidental and necessary or conducive to the attainment of all or any of the objects of Jamia Hamdard referred to or implied above.

### **VISION STATEMENT:**

To undertake higher studies and research in the specialized professional fields of knowledge, the goals are:

1. To promote through academic and professional endeavors the indigenous systems of knowledge and to modernize them without affecting their basic features and to bring out the contribution of various Indian communities and groups to the civilization, literary, scientific and technological attainments of India.
2. To impart teaching and training in nursing, para medical, scientific, technical and vocational courses .

### **BRIEF HISTORY:**

The history of Jamia Hamdard began with the establishment of a small Unani clinic in the year 1906 by Hakeem Hafiz Abdul Majeed, one of the well-known practitioners of Unani System of Medicine of his time. Hakeem Hafiz Abdul Majeed had a vision of making the practice of Unani Medicine into a scientific discipline so that Unani medicines could be dispensed in a more efficacious manner to patients. He gave the name "Hamdard" to his venture which means "sympathy for all and sharing of pain". His illustrious son, Hakeem Abdul

Hameed, carried forward the philosophy and objectives of Hamdard in independent India. Even at the time of partition of India in 1947, Hakeem Abdul Hameed was dreaming of setting up a complex of educational institutions which would concentrate on highlighting the contribution of Islam and Islamic culture to Indian civilization and development of Unani medicines for curing diseases.

On 22 Shawwal, 1367 Hijri, corresponding to 28th August, 1948, Hamdard, which was a commercial enterprise at that time, was converted into a Wakf, with the object of giving effect to Islamic teachings of public charity including health and education. In 1964, **Hamdard National Foundation** was created with a view to receive and disburse the profits earned by Hamdard (Wakf) Laboratories. Hamdard National Foundation was to take up charitable causes in the areas of education, medical relief and the advancement of knowledge, consistent with the principles of the true teachings of Islam.

For setting up a complex of research and educational institutions, Hakeem Abdul Hameed purchased a piece of land in Tughlaqabad area of South Delhi which was hardly inhabited in those times.

In furtherance of the main objectives which was higher education and research particularly health education the following institutions which were registered societies separately registered under the Society Registration Act, 1860.

In 1962, Hakeem Abdul Hameed set up the **Institute of History of Medicine and Medical Research** with the object of promoting education and research in the history of medicine, besides appraising the principles of medicine.

In 1963, Hakeem Abdul Hameed and his Muslim friends and associates set up **Indian Institute of Islamic Studies** with a view to promote the study of Islamic Culture and Civilization especially its contribution to Indian society and culture.

In 1963, Hamdard Tibbi College was set up in Gali Qasim Jaan, Old Delhi. It was later shifted to Jamia Hamdard Campus in 1980 to provide education in Unani Medicine to students so that the heritage of Unani Medicine largely available in Arabic and Persian is passed on to the students of next generation.

In 1972, Hamdard College of Pharmacy was set up with the objective of providing education and training in all branches of pharmacy.

When the proposal for Jamia Hamdard being recognised as a Deemed to be University was put up, the Govt. of India accepted the proposal subject to the conditions that the above existing institutions were to be dissolved and one single institution Jamia Hamdard be constituted. Accordingly, in pursuance of the directives laid down by the Govt. of India, Ministry of Human Resource Development (Department of Education) the said Institutes/Societies were dissolved and amalgamated with Jamia Hamdard which is also a Society registered under the Societies Registration Act vide Registration No.S/19910 of 1989 for achieving the same and similar objectives.

The year of 1989 saw the fulfilment of the dream of Hakeem Abdul Hameed when Jamia Hamdard was given the status of Deemed to be University by the

Ministry of Human Resource Development vide Notification No.F.9-18/85-U3 dated 10<sup>th</sup> May, 1989.

It was a day of great joy for Hakeem Abdul Hameed, founder and the moving spirit behind all the institutions promoted by Hamdard and his large number of friends and associates. As a means of thanking the Almighty Allah for His guidance to its founder and his associates, Jamia Hamdard adopted a Seal with the following ayat from **Sura al-Jum'a from the Holy Quran**:

**وَيُعَلِّمُهُمُ الْكِتَابَ وَالْحِكْمَةَ**

This verse is translated as under:

"He (The Prophet, may peace be upon him) instructs them in 'the Book And Wisdom'.

Since the founding of Jamia Hamdard, this ayat from the Holy Quran is a source of inspiration and guidance for those connected with Jamia Hamdard management and administration.

Jamia Hamdard was inaugurated by Late Shri Rajiv Gandhi on August 01, 1989. In his impressive speech, the Prime Minister lauded the efforts of Hakeem Abdul Hameed in setting up institutions of learning which were emerging in the form of a "Deemed to be University". He said, "This will enable (the Muslim) minority to go forward and help India to march forward".

Over a period of last 16 years, Jamia Hamdard has evolved as an institution of excellence in several areas of its operation. It has emerged as an institution with difference; it offers distinct and focused academic programmes with a thrust in pharmaceutical sciences, indigenous system of medicine, nursing and allied health sciences, environmental and biological sciences, information technology, management studies, and the Islamic and federal studies. These programmes have minimum duplication with those of the conventional universities, and carry greater job opportunities and a high self-employment potential. Even the non-professional courses are relatively novel, interdisciplinary, application-oriented and job-friendly. As a Muslim minority institution, established under Article 30 (1) of the Indian constitution, Jamia Hamdard is fulfilling its mandate of providing higher education to Indian Muslims, among others.

The grant in aid is being given to Jamia Hamdard by the **Hamdard National Foundation**, 2/A3 Asaf Ali Road, New Delhi-110002, and by the **University Grants Commission** and the Govt. of **NCT of Delhi**.

## **FACULTIES**

**Presently the University comprises of Seven Faculties as follows:**

1. Faculty of Science
2. Faculty of Pharmacy
3. Faculty of Medicine (Unani)

4. Faculty of Nursing
5. Faculty of Management Studies and Information Technology
6. Faculty of Islamic Studies and Social Sciences
7. Faculty of Allied Health Sciences

## **LIST OF DEPARTMENTS**

### **1. Faculty of Allied Health Sciences**

- Department of Rehabilitation Science
- Department of Para Medical Sciences

### **2. Faculty of Islamic Studies and Social Sciences**

- Department of Islamic Studies
- Centre for Federal Studies
- Centre for History of Medicine and Science

### **3. Faculty of Management Studies and Information Technology**

- Department of Management Studies
- Department of Computer Science
- Computer Centre

### **4. Faculty of Medicine**

- Department of Amraz -e-Niswan, Qabalat-o-Atfal
- Department of Tahafuzzi-wa-samaji-Tibb
- Department of Ilmul Advia
- Department of Jarahiyat
- Department of Kulliyat
- Department of Moalijat
- Department of Tashreeh and Munafeul-Aza

### **5. Faculty of Nursing**

The whole Faculty consists of a college named 'Rufaida College of Nursing'.

### **6. Faculty of Pharmacy**

- Department of Pharmaceutical Chemistry
- Department of Pharmaceutics
- Department of Pharmacology
- Department of Pharmacognosy & Phytochemistry

### **7. Faculty of Science**

- Department of Biochemistry

- Department of Botany
- Department of Chemistry
- Department of Medical Elementology and Toxicology
- Department of Biotechnology

## **FACULTY-WISE LIST OF AVAILABLE COURSES IN JAMIA HAMDARD**

### **Courses offered in the Faculty of Allied Health Sciences**

- Ph.D programme in Rehabilitation Science
- Master of Occupational Therapy (M.O.T)
- Master of Physiotherapy (M.P.T)
- Bachelor of Occupational Therapy and Physiotherapy III year (Through lateral entry)
- Bachelor of Occupational Therapy (B.O.T)
- Bachelor of Physiotherapy (B.P.T)
- B.Sc Optometric Practices (Off campus)
- B.Sc Optometric Practices–II year (Through lateral entry)
- Bachelor in Medical Laboratory Techniques
- Diploma in X-Ray & ECG Techniques
- Diploma in Operation Theatre Techniques
- Diploma in Dialysis Techniques
- Diploma in Medical Record Techniques (D.M.R.T)
- Diploma in Ophthalmic OT Techniques (Off campus)
- Diploma in New Economy Skills (Off campus)
- Certificate course in Ward Attendant

### **Courses offered in the Faculty of Islamic Studies and Social Sciences**

- Ph.D in Federal Studies
- M. Phil in Federal Studies
- Ph.D in Islamic Studies
- M.A in Islamic Studies

### **Courses offered in the Faculty of Science**

- Ph.D in Biochemistry
- Ph.D in Biotechnology
- Ph.D in Chemistry (Industrial Applications)
- Ph.D in Environmental Botany
- Ph.D in Toxicology
- Master of Science (M.Sc) in Biochemistry
- Master of Science (M.Sc) in Biotechnology
- Master of Science (M.Sc) in Chemistry (Industrial Applications)
- Master of Science (M.Sc) in Environmental Botany
- Master of Science (M.Sc) in Toxicology

### **Courses offered in the Faculty of Management Studies and Information Technology**

- Ph. D in Computer Science
- Ph.D in Management Studies
- Bachelor of Computer Applications (B.C.A/B.Sc (IT)
- M. Sc (Computer Science)
- Master of Computer Application (M.C.A)
- Master of Business Administration (M.B.A)
- M.B.A (Health, Hospital and Pharmaceutical Management)
- M.B.A (Public Health Informatics)

### **Courses offered in the Faculty of Pharmacy**

- Ph.D in Pharmaceutics
- Ph.D in Pharmacognosy & Phytochemistry
- Ph.D in Pharmaceutical Chemistry
- Ph.D in Pharmacology
- Ph.D in Pharmaceutical Medicine
- Master of Pharmacy (M. Pharm.)
  - M. Pharm in Pharmaceutical Chemistry
  - M. Pharm in Pharmaceutics
  - M. Pharm in Pharmacology
  - M. Pharm in Pharmacognosy and Photochemistry
  - M. Pharm in Pharmacy Practice
  - M. Pharm in Quality Assurance
  - M. Pharm in Pharmaceutical Biotechnology
  - M. Pharm in Pharmaceutical Analysis
- B. Pharm - Regular & SFS
- B.Pharm (Unani). - Regular and SFS
- B.Pharm II year (Through lateral entry)
- Diploma in Pharmacy (D.Pharm)
- Diploma in Pharmacy (Unani)

### **Courses offered in the Faculty of Medicine (U)**

- M.D (Unani) in Moalijat
- M.D (Unani) in Ilmul Advia
- M.D (Unani) in Tahafuzi-wa-samaji-tib
- M.D (Unani) for in-service candidate
- Kamil-e-Tib-o-Jarahat (B.U.M.S)
- Pre-Tib
- Certificate Course in Attar
- Certificate Programme in Unani Medicine

### **Courses offered in the Faculty of Nursing**

- B. Sc Nursing (Hons.)
- Diploma in General Nursing and Midwifery (D.G.N.M)

**DUTIES OF THE UNIVERSITY:**

To conduct academic programmes for the preparation of under-graduate and post-graduate examinations in various faculties available in the University, and to undertake activities that are contributory to the effective realization of its objectives and vision as stated above.

**MAIN ACTIVITIES/FUNCTIONS OF THE UNIVERSITY INCLUDE :**

To conduct research in various branches of learning available in the University.

To undertake various activities so as to supplement the efforts of research and teaching for various degrees and diplomas. This would also include conferring honorary degrees and cooperation with other Universities/other institutions/other bodies.

To establish specific centres for specialized studies in any branch of learning.

To take action for institution, maintenance and extension of awards, fellowships, scholarships, prizes etc.

To maintain Hostels and Blocks of residence.

To promote especially the educational and cultural advancement of the Muslims of India;

To hold examinations and to grant diplomas or certificates to, and confer degrees and other academic distinctions on, persons subject to such conditions as the University may determine and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;

To confer honorary degrees or other distinctions in the manner laid down in the Objects;

To supervise and control the residence and to regulate the discipline of students of the University, and to make arrangements for promoting their health; and

To make special arrangements in respect of the residence, discipline and teaching of the students.

**SERVICES BEING PROVIDED BY THE UNIVERSITY:**

The University does not provide service as interpreted for the purpose of service tax. However, it facilitates the following:

The University offers facilities for pursuing 22 under-graduate courses through its departments/centres.

The University offers facilities for pursuing 43 post-graduate and research courses through its departments / centers.

The University may undertake various research/special studies/projects especially financed for this purpose by external agencies/bodies.

#### **ORGANIZATIONAL AND ADMINISTRATIVE CHART:**

As indicated in Annexure I and II.

#### **Expectation of the University from the public for enhancing its effectiveness and efficiency:**

Jamia Hamdard (Deemed University) is a Muslim Minority Educational Institutional under Article 30(1) of the Constitution of India to promote educational and cultural advancement of Muslims of India, it has become the first University in Delhi to be adjudged in category 'A' by the National Accreditation and Assessment Council of India. The Jamia Hamdard therefore, expects objective and considered support from citizens of the country as well as persons directly associated with the affairs of the University.

#### **ARRANGEMENTS AND METHODS MADE FOR SEEKING PUBLIC PARTICIPATION/CONTRIBUTION:**

Public involvement in the affairs of the University is through nomination of people from various walks of public life on its various administrative bodies, viz, in the Society, in the Executive Council, Planning & Monitoring Board, Finance Committee and in the Academic Council under the extant provisions in the Memorandum of Association and Rules and Regulations of Jamia Hamdard. People from public life are invited to the faculties/departments in their relevant fields of specialization.

#### **Mechanism available for monitoring the service delivery and public grievance resolution.**

The Vice Chancellor is the principal executive and academic officer of the University, and exercise general supervision and control over the affairs of the University and gives effect to the decisions of all the authorities of the Jamia Hamdard. Monitoring of the affairs of the University is through the Society, Executive Council, Academic Council, Finance Committee, Planning and Monitoring Board and Such other authorities as may be declared by the Rules to be authorities of Jamia Hamdard.

**ADDRESS OF THE UNIVERSITY:** Jamia Hamdard, Hamdard Nagar,  
New Delhi-110062.

**Chancellor:** Office of the Chancellor, Administrative Block, Jamia Hamdard Campus, Hamdard Nagar, New Delhi-110062.

**Vice Chancellor:** Office of the Vice-Chancellor, Administrative Block, Jamia Hamdard Campus, Hamdard Nagar, New Delhi-110062.

**Registrar:** Office of the Registrar, Administrative Block, Jamia Hamdard Campus, Hamdard Nagar, New Delhi-110062.

**Finance Officer:** Office of the Finance Officer, Administrative Block, Jamia Hamdard Campus, Hamdard Nagar, New Delhi-110062.

**WORKING HOURS OF THE UNIVERSITY:**

Office hours: 9.00 a.m. to 5.00 p.m. (Monday to Saturday)  
(Except 2<sup>nd</sup> and 4<sup>th</sup> Saturday of the Calendar Month).

**MANUAL 2  
Section 4(1)(b)(ii)**

**POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES:**

The Vice-Chancellor is the principal academic and executive officer of the University. He exercises general supervision and control over the affairs of the University and implements the decisions of the authorities of the University. He is responsible for appropriate administration, organization, instruction and management of affairs of the University.

The Powers and Function of authorities like the Jamia Hamdard Society, the Executive Council, the Academic Council, the Finance Committee, the Planning and Monitoring Board and the Officers and Employees are specified in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.

**MANUAL 3  
Section 4(1)(b)(iii)**

**PROCEDURE FOLLOWED TO TAKE A DECISION ON VARIOUS MATTERS:**

Decisions in various matters are taken by the appropriate authorities of the Jamia Hamdard as per the procedures laid down under various bye-laws, rules and regulations of the Jamia Hamdard.

**MANUAL 4  
Section 4(1)(b)(iv)**

**NORMS SET BY THE JAMIA HAMDARD FOR THE DISCHARGE OF ITS FUNCTIONS :**

The Jamia Hamdard Society is the Supreme Authority of the University. The Jamia Hamdard Society has the powers to review acts of the Executive Council and the Academic Council. The Executive Council is the principal Executive Body of the University while the **Academic Council** is the principal Academic

Body of the University and co-ordinates and exercises general supervision over the academic policies of the University. It is responsible for the maintenance of the standards of instruction, education and examination of the University and other academic matters.

The composition of the Society and the powers and functions of the Society are stipulated in para 5 and 6 of the Memorandum of Association and Rules and Regulations of Jamia Hamdard.

The composition and the powers and function of the Executive Council of the Jamia Hamdard are stipulated in para 7 sub paras (a) & (b) of the Memorandum of Association and Rules and Regulations of Jamia Hamdard.

The composition and the powers and functions of the Academic Council of the Jamia Hamdard are stipulated in para 10 sub paras (ii) & (iii) of the Memorandum of Association and Rules and Regulations of Jamia Hamdard.

#### **MANUAL 5 Section 4(1)(b)(v)**

#### **RULES, REGULATIONS AND INSTRUCTIONS USED :**

- Memorandum of Association and Rules and Regulations of Jamia Hamdard.
- Regulations/instructions for admission regarding all the courses (under graduate/postgraduate/research), courses of studies.
- Regulations/instructions for conducting examination regarding all the courses (under graduate/postgraduate/research), courses of studies.
- University teaching staff / non-teaching employees (Terms & Conditions of Service) Rules,
- Rules of Allotment of University's accommodation.
- Fundamental Rules and Supplementary Rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.

#### **MANUAL 6 Section 4(1)(b)(vi)**

#### **OFFICIAL DOCUMENTS AND THEIR AVAILABILITY:**

- Minutes of the Jamia Hamdard Society, Executive Council Planning & Monitoring Board, Finance Committee and Academic Council are circulated from time to time to respective members of the Bodies/Councils.
- Various admission brochures and annual reports.

- Annual Report of the University
- Certified Annual Accounts
- Audit reports
- Convocation Address and Annual Report

NB: Confidential matters pertaining to examinations and admissions, paper setting, evaluation of scripts and consequent procedures and documents related therewith, composition and proceedings of the selection committees and minutes of the Jamia Hamdard Society/EC/AC until these are circulated, will remain confidential and not available in the public domain. Besides no information in respect of person/persons undergoing departmental disciplinary proceedings and court cases pending in any Court of Law or Tribunal will be given.

### **MANUAL 7 Section 4(1)(b)(vii)**

#### **MODE OF PUBLIC PARTICIPATION:**

Various statutory bodies of the University, namely the Jamia Hamdard Society, Executive Council, Planning & Monitoring Board, Finance Committee and Academic Council comprises of eminent people from society and representatives of public who directly participate in the affairs of the University.

The composition of the Jamia Hamdard Society is as under: (Reference: Para 5 of the Memorandum of Association and Rules and Regulations of Jamia Hamdard)

#### **The composition of the Society:**

- |      |   |          |
|------|---|----------|
| (1)  | Chancellor of the Jamia – Ex-officio;   | Chairman |
| (2)  | Vice-Chancellor of the Jamia – Ex-officio;  | Member   |
| (3)  | Ex-Vice-Chancellors of the Jamia;   | ”        |
| (4)  | Two Vice-Chancellors of Universities to be nominated by the Chancellor of the Jamia;                            | ”        |
| (5)  | A representative of Ministry of the Human Resources Development (Department of Education);                      | ”        |
| (6)  | A representative of the Central Council for Research in Unani Medicine (Ministry of Health and Family Welfare); | ”        |
| (7)  | A representative of the University Grants Commission;   | ”        |
| (8)  | A nominee of the Lt. Governor of Delhi;   | ”        |
| (9)  | Three representatives of Hamdard National Foundation;   | ”        |
| (10) | Two representatives of Hamdard Dawakhana (Wakf);  | ”        |

- |      |  |   |
|------|--|---|
| (11) | Ten eminent scholars preferably from institutions of higher learning to be nominated by the Chancellor;                        | ” |
| (12) | A representative of the All India Tibbi Conference;  | ” |
| (13) | Deans of Faculties of the Jamia;   | ” |
| (14) | Three members of the non-teaching staff; one each from among Class I, Class II, Class III and IV, nominated by the Chancellor; | ” |
| (15) | Registrar will be the non-member Secretary of the Society.   | ” |

**Composition of the Executive Council:**

- |     |  |          |
|-----|--|----------|
| (1) | Vice Chancellor;   | Chairman |
| (2) | Three Deans of Faculties of the Jamia by rotation according to seniority;  | Member   |
| (3) | Three nominees of the Chancellor;  | ”        |
| (4) | A representative of the University Grants Commission not below the rank of a Director;   | ”        |
| (5) | A representative of the Ministry of Health and Family Welfare representing Unani medicine not below the rank of a Director;        | ”        |
| (6) | Two teachers: one representing the Professors and the other representing Readers and Lecturers by rotation according to seniority; | ”        |
| (7) | One representative of the Hamdard National Foundation;   | ”        |
| (8) | One representative of the Hamdard Wakf;  | ”        |
| (9) | Two members of the Society elected by the Society.   | ”        |

Registrar will be the non-member Secretary of the Executive Council.

**Composition of the Academic Council:**

- |     |   |          |
|-----|---|----------|
| (a) | Vice Chancellor of the Jamia;   | Chairman |
| (b) | Deans of Faculties of the Jamia;  | Member   |
| (c) | Heads of Departments of the Jamia;  | ”        |
| (d) | Professors other than Heads of Departments;   | ”        |
| (e) | One Reader from each Department other than the Head of the Department by rotation in the order of seniority nominated by the Vice Chancellor; | ”        |
| (f) | One Lecturer from each Department by rotation in the order of seniority nominated by the Vice Chancellor;                                     | ”        |
| (g) | Not more than five persons from amongst educationists of repute or persons from   | ”        |

- |     |  |   |
|-----|--|---|
|     | any other field related to the activities of the Jamia, who are not in the service of the Jamia, nominated by the Chancellor;        | ” |
| (h) | Not more than five persons not being members of the teaching staff co-opted by the Academic Council for their specialised knowledge; | ” |
| (i) | One representative of the UGC from the category of academics;  | ” |
| (j) | One representative of the All India Unani Tibbi Council.   | ” |

Registrar will be the non-member secretary of the Academic Council.

**Composition of the Finance Committee:**

- |       |   |          |
|-------|---|----------|
| (i)   | Vice-Chancellor of the Jamia  | Chairman |
| (ii)  | A person nominated by the Chancellor  | Member   |
| (iii) | Four nominees of the Executive Council one of whom shall be a member of the Council | ”        |
| (iv)  | A representative of the UGC   | ”        |
| (v)   | A representative of the Delhi Administration  | ”        |
| (vi)  | Registrar of the Jamia.   | ”        |

Finance Officer will be non-member Secretary of the Finance Committee.

**Constitution of Planning and Monitoring Board**

- |    |   |   |           |
|----|---|---|-----------|
| 1. | Vice-Chancellor, Jamia Hamdard  | - | Chairman  |
| 2. | Two internal members from among Deans / Heads of the department nominated by the Vice-Chancellor  | - | Member    |
| 3. | A nominee of the UGC  | - | Member    |
| 4. | One Member of the Society elected by the Society  | - | Member    |
| 5. | One member from the Executive Council to be elected by the Executive Council  | - | Member    |
| 6. | Two outside experts with specialised knowledge in the field of activities of Jamia Hamdard (other than members of the Executive Council) to be nominated by the Vice-Chancellor | - | Member    |
| 7. | Registrar of the Jamia  | - | Secretary |

**MANUAL 8  
Section 4(1)(b)(viii)**

**SOCIETY, COUNCILS, COMMITTEES, FACULTIES, DEPARTMENTS, BOARDS ETC. UNDER THE UNIVERSITY:**

**JAMIA HAMDARD SOCIETY:** The Society is the highest body of the University consisting of Thirty Eight Members. Chancellor of the Jamia is ex-officio Chairman of the Society. Presently, the society includes eminent scholars, academicians, and representatives of the Ministry of Human Resource Development, University Grants Commission etc. Reference: Para 5 & 6 of the MOA of Jamia Hamdard.

**EXECUTIVE COUNCIL:** The Executive Council is headed by the Vice-Chancellor. It is the principal executive body of the University and it has sixteen members. Registrar is the non member Secretary of Executive Council. Reference: Para 7 of the MOA of Jamia Hamdard.

**ACADEMIC COUNCIL:** The Academic Council, with the Vice Chancellor of the Jamia as the Chairman, is the principal academic body of the Jamia. It has control over and is responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research and examinations and tests within the Jamia. The Academic Council consists of 71 members. Deans of Faculties of the Jamia, Heads of Departments of the Jamia, Professors other than Heads of Departments: one Reader from each Department, educationists of repute, co-opted members by the Academic Council for their specialised knowledge, representative of the UGC, representative of the All India Unani Tibbi Council, are the members of the Academic Council. Reference: Para 10 of the MOA of Jamia Hamdard.

**FINANCE COMMITTEE:** The Finance Committee, with the Vice Chancellor as the Chairman, consists of ten members. Chancellor's nominee, nominees of the Executive Council, a representative of the UGC, a representative of the Delhi Administration and the Registrar are members. Reference: Para 11 of the MOA of Jamia Hamdard.

**PLANNING AND MONITORING BOARD:** The Planning and Monitoring Board, with the Vice Chancellor as the Chairman, is the principal planning body of the Jamia which is also responsible for monitoring the development programmes, undertaken by Jamia Hamdard it has Nine members. Reference: Para 12 of the MOA of Jamia Hamdard.

**BOARD OF STUDIES:** There is a Board of Studies for each Department of the Jamia. The Board of Studies consists of: Head of the Department as Chairman and all Professors, two Readers, two lecturers and two persons co-opted for their expert knowledge including those belonging to the concerned profession or industry. The powers and functions of the Board of Studies are prescribed by the Bye-laws of the Jamia Hamdard. Reference: Para 15 of the MOA of Jamia Hamdard.

**BOARD OF RESEARCH STUDIES:** The Academic Council and the Executive Council have constituted a Board of Research Studies for each faculty with respective Deans as Chairman, Heads of the Departments, nominated teachers and experts. The function of the Board of Research Studies is to examine and recommend thesis research projects and registration of research scholars for Ph.D.

**MANUAL 9**  
**Section 4(1)(b)(ix)**

**Directory of officers:**

It is available in print form in the Admission Brochure and available on the University Websites i.e. [www.jamiahamdard.ac.in](http://www.jamiahamdard.ac.in) and [www.jamiahamdard.edu](http://www.jamiahamdard.edu).

**MANUAL 10**  
**Section 4(1)(b)(x)**

**Monthly remuneration received by each of its employee:**

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University.

**MANUAL 11**  
**Section 4(1)(b)(xi)**

**Budget allocated to each agency:**

The annual accounts and the financial estimates of the Jamia Hamdard are laid before the Finance Committee for consideration and comments are thereafter submitted to the Executive Council for approval.

**MANUAL 12**  
**Section 4(1)(b)(xii)**

**Manner of execution of subsidy programmes:**

Not applicable to the University.

**MANUAL 13**  
**Section 4(1)(b)(xiii)**

**(a) Concessions granted by the University:**

Admissions in all the Faculties are made on the basis of rules framed by the Academic Council for each Faculty and for each course.

Various concessions that are available to various categories of students in admission to various courses, the details of such concessions are available in the admission brochure for respective courses of faculties/departments. These are available on the University website [www.jamiahamdard.ac.in](http://www.jamiahamdard.ac.in). For any information related to Admission Guidelines, the respective websites may be accessed.

**(b) Concessions availed by the University:**

The University avails concessions on excise and customs duties on the procurement of the equipment, chemicals etc. for academic projects and laboratories.

**MANUAL 14  
Section 4(1)(b)(xiv)**

**Information available in electronic form:**

All necessary information about the University is available at the University Website [www.jamiahamdard.ac.in](http://www.jamiahamdard.ac.in). The application forms for various activities and the results of admission tests for various courses are available on the University Websites [www.jamiahamdard.ac.in](http://www.jamiahamdard.ac.in) and [www.jamiahamdard.edu](http://www.jamiahamdard.edu) Efforts are being made to provide more and more information on this site.

**MANUAL 15  
Section 4(1)(b)(xv)**

**Means, methods and facilities available to citizens for obtaining information:**

All important notices and circulars issued by the University are placed on the Notice Board and on the University Websites. The Relevant brochures and various other bye-laws are available in printed form.

**MANUAL 16  
Section 4(1)(b)(xvi)**

**Public Information Officer:**

Shri Masroor H. Zahidi, Law Officer, Jamia Hamdard.  
Room No. 210, 2<sup>nd</sup> Floor, New Administrative Block, Jamia Hamdard, New Delhi-110 062. (Telefax: 26059663 Tele: 26059688 Extn. 5329).

**Assistant Public Information Officer:**

Shri Samad Rafiq Khan, Public Relation Officer, Jamia Hamdard,  
Ground Floor, New Administrative Block, Jamia Hamdard, New Delhi-110 062.  
(Telefax: 26059663 Tele: 26059688 Extn.5307).

**APPELLATE AUTHORITY:**

Registrar, Jamia Hamdard, Registrar's Office, 1<sup>st</sup> Floor, New Administrative Block, Jamia Hamdard, Hamdard Nagar, New Delhi.  
(Telephone No. 26059664 and 26059688 Extn. 5303 & 5304, Fax: 26059663).

**MANUAL 17**  
**Other information**  
**Section 4(1)(b)(xvii)**

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. Separate applications for seeking information on different subjects are required.

The fee to be charged under section 6(1) and 7(1) of the Right to Information Act, 2005 (RTI) for seeking information will be Rs.10/- per information. The fees shall accompany the request for information in the form of cash receipt /bankers cheque /Demand Draft.

The fees to be charged for providing information will be as under:

- (a) Rs.2 for each page (in A4 or A3 size paper) created or copied.
- (b) Actual charge of cost price of a copy in large size paper
- (c) Actual cost or price for samples or models
- (d) For inspection of records: no fee for the first hour; and a fee of Rs.5/- for each subsequent hour (or fraction thereof).

The fee for providing information under section 7(5) of the RTI Act will be as follows:

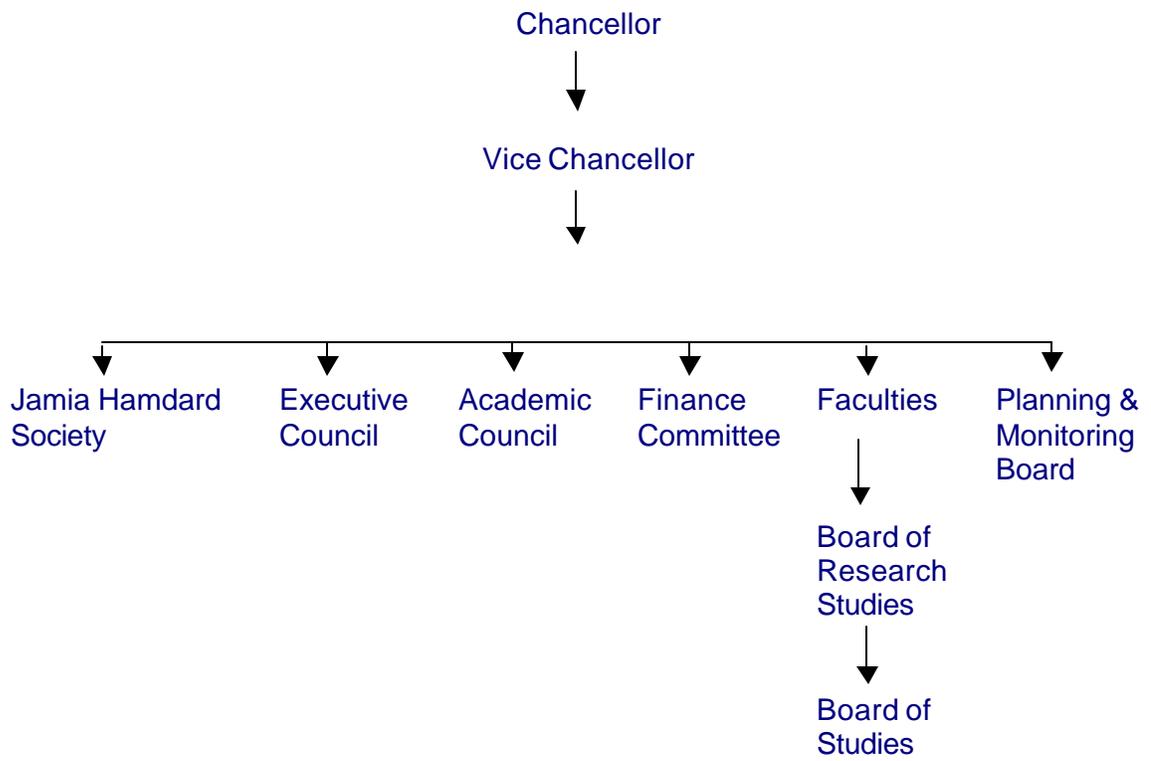
- (a) For information provided in diskette or floppy: Rs.50/- per diskette or floppy.
- (b) Information provided in printed form: at the price for such application or Rs.2/- per page of Xerox for extracts from the publication.

The fee as in 2 and 3 above if to be charged will be intimated and may be paid through cash receipt /demand draft or bankers cheque. However, the period intervening the dispatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of supply of information as provided under Section 7(1) of RTI of 30 days.

The postage charges, if any, incurred or to be incurred by the University for supply of information under RTI shall also be charged from the person seeking such information.

**ANNEXURE – I**

**Organizational Structure of Jamia Hamdard**



**Annexure – II**

**Officers of Jamia Hamdard**

