



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

D.No. Estab/LD/ 85/01

Dated: 21/01/2025

CIRCULAR

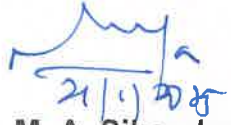
This is for information to all that the charges for the use of Scholars' House, Hamdard Convention Center (HCC), HAH Auditorium and other facilities have been revised with immediate effect. Please find enclosed herewith the following:

- 1) Requisition Form for booking of the facilities.
- 2) Rules, Guidelines and applicable charges for booking of the facilities.

2. The filled requisition form by the indenter may please be sent through proper channel to the Office of the Registrar for formal approval of the bookings in advance. The confirmation of the bookings shall be subject to availability of the same. The indenter may liaison with the Manager (Hospitality), Jamia Hamdard for slots availability and other informations.

3. The charges are waived off for booking of facilities like HCC, HAH- Auditorium and Meeting Lounge at Scholar House by different Schools/ Departments/ Centers/ Offices/ Units of Jamia Hamdard for its official purposes/ uses with prior approval of the Competent Authority.

Authority: Approval of the Vice Chancellor dated 21.01.2025.


(Dr. M. A. Sikandar)
Registrar

Copy to:

1. Dean (Academics)
2. All Deans of Schools
3. All Directors- In charge of the Centers/ Director- IQAC/ Director- R&D Cell
4. DSW/ Controller of Examinations/ Chief Proctor
5. All Heads of the Departments/ Offices/ Units
6. Finance Officer (Officiating)
7. Deputy Registrar/ Manager (Hospitality)
8. AR (Academics), AR/Secretary to the Vice Chancellor
9. Sr. PA to Registrar
10. In-charge- HAH-CIT, for uploading in the website and circulation to all JH email users.
11. Personal/ Guard File