

2022-23

OFFICE OF THE REGISTRAR  
JAMIA HAMDARD  
(Deemed to be University)  
Hamdard Nagar, New Delhi-110062

No.: AS/ATR-162 SC of AC/JH-5/2022  
28<sup>th</sup> December, 2022

**NOTIFICATION**

In pursuance of the resolution adopted by the 162<sup>nd</sup> SC of AC in its emergent meeting held on 23/12/2022, the important dates w.r.t. vacations, conduct of semester / annual examinations, sports & cultural activities etc. in the current academic year 2022-2023 will be as follows:

> Winter Break*	-	From 2 <sup>nd</sup> to 6 <sup>th</sup> January, 2023
> Cultural & Sports Week	-	From 19 <sup>th</sup> to 26 <sup>th</sup> February, 2023
> Preparatory Leave (only for students)	-	From 25 <sup>th</sup> April, 2023
> Even Semester / Annual Examinations	-	Between 1 <sup>st</sup> to 31 <sup>st</sup> May, 2023
> Summer Vacation	-	From 1 <sup>st</sup> to 30 <sup>th</sup> June, 2023
> University Re-opens and Commencement of New academic session i.e. 2023-2024	-	From 3 <sup>rd</sup> July, 2023

\*However, Deans & HoDs will remain in their offices during the winter break and will not proceed on leave / vacation without prior permission of the Competent Authority.

Deans & HoDs will ensure minimum 180 teaching days to meet the requirement of UGC and other regulatory bodies such as NMC, PCI, INC, DCPT&OT, AYUSH wherever applicable.

As per the existing practices, in the year 2023, University will observe 'National Days' such as International Women's Day, World Yoga Day, Science & Environment Day, Constitution Day, Unani Day etc. These days will be in addition to the 'Days' as observed / organized at the level of Schools such as Nursing Day, World Pharmacy Day, Health Day etc.

The work related to collection and compilation of data for onward submission to NIRF should be given the top most priority and must be completed before winter break.

The above is notified for information and necessary actions by the all concerned.

sd  
REGISTRAR

Copy to:

- All Deans of Schools
- All HoDs/Directors
- Dean, Students Welfare
- Finance Officer
- Controller of Examinations
- Chief Proctor
- University Librarian
- Chairman, Central Admission Core Committee
- Foreign Students Advisor
- Provost
- Executive Engineer (Off.)
- Deputy Registrar
- Assistant Registrar (Estab.)
- In-charge, Web Cell (for uploading it on University Website)
- A.R. / Secretary to Vice-Chancellor
- P.A. to Registrar
- Guard File

(S.S. Akhtar)  
REGISTRAR

2020-21

**JAMIA HAMDARD**  
(‘A’ Grade Deemed to be University)



**AGENDA**

**FOR**

**40<sup>TH</sup> MEETING OF THE ACADEMIC COUNCIL**

**Date: 3<sup>rd</sup> September, 2020 (Thursday)**

**Time: 11.30 A.M.**

**Venue: Hamdard Convention Centre,  
Jamia Hamdard, Hamdard Nagar, New Delhi -  
110062.**



**AC 40 (12): TO CONSIDER THE EXAMINATION GUIDELINES RECEIVED FROM UGC, PCI, CCIM AND INDIAN NURSING COUNCIL REGARDING COMPLETION OF EXAMINATIONS FOR VARIOUS COURSES AT JAMIA HAMDARD.**

This refers to the following Examination Guidelines received from UGC, PCI, CCIM and Indian Nursing Council regarding completion of Examinations for various courses of Jamia Hamdard due to the current situation of COVID-19:

1. **The UGC letter Dated 8.7.2020 and Ministry of HRD letter Dated 6.7.2020:** The UGC vide its letter even No. Dated 8.7.2020 and Ministry of HRD letter even No. dated 6.7.2020 have issued Examination Guidelines with detailed SOP for conduct of examination and asked to complete the Terminal Semester(s)/Final year(s) examinations by end of September 2020.
2. **The Pharmacy Council of India (PCI) letter Dated 9.7.2020:** The PCI vide its letter even No. Dated 9.7.2020 has issued detailed examination guidelines and asked to complete the examination of various courses in Pharmacy stream by the end of September 2020.
3. **The Central Council of Indian Medicine (CCIM) letter Dated 20.7.2020:** The CCIM vide its letter even No. Dated 20.7.2020 has issued detailed examination guidelines and asked to follow these examination guidelines in UG, PG courses of Unani stream. The examination of final year of BUMS programme may be conducted at suitable time as and when the normalcy in the respective states/district is restored by following the protocols/guidelines/directions issued by the Central/State Governments in view of the COVID-19. No specific time frame is prescribed.
4. **The Indian Nursing Council (INC) letter Dated 14.5.2020 and 10.7.2020:** The INC vide its letter even No. Dated 20.7.2020 has issued detailed examination guidelines and asked to follow these examination guidelines in UG, PG courses of Nursing stream. The examination may be conducted by September/October 2020. Evaluation and declaration of result may be made by October/November @2020. The students of final year passing out of Nursing programmes will have to mandatorily undergo the theory and practical examination. The Examination Authority may conduct theory and practical examinations of the final year students as soon as possible.
5. The examinations of courses may be conducted as per UGC guidelines where no Guidelines of Councils have been received or there is no Council such as Courses run under School of Engineering Sciences & Technology (SEST), School of

Interdisciplinary Sciences & Technology (SIST), M.Sc. Courses of HIMSR, Paramedical Courses, Rehabilitation Sciences & Allied Health Courses, School of Law Courses, School of Management and Business Studies Courses, School of Humanities and Social Sciences Courses, School of Open & Distance Learning Courses etc.

The matter is placed before the Academic Council for its consideration.

Secretary  
Academic Council

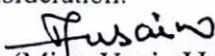


**AC Item:** To consider the Examination Guidelines received from UGC, PCI, CCIM and Indian Nursing Council regarding completion of Examinations for various courses of Jamia Hamdard.

This refers to the following Examination Guidelines received from UGC, PCI, CCIM and Indian Nursing Council regarding completion of Examinations for various courses of Jamia Hamdard due to the current situation of COVID-19:

1. **The UGC letter Dated 8.7.2020 and Ministry of HRD letter Dated 6.7.2020:** The UGC vide its letter even No. Dated 8.7.2020 and Ministry of HRD letter even No. dated 6.7.2020 have issued Examination Guidelines with detailed SOP for conduct of examination and asked to complete the Terminal Semester(s)/Final year(s) examinations by end of September 2020 (Annexure-1).
2. **The Pharmacy Council of India (PCI) letter Dated 9.7.2020:** The PCI vide its letter even No. Dated 9.7.2020 has issued detailed examination guidelines and asked to complete the examination of various courses in Pharmacy stream by the end of September 2020 (Annexure-2).
3. **The Central Council of Indian Medicine (CCIM) letter Dated 20.7.2020:** The CCIM vide its letter even No. Dated 20.7.2020 has issued detailed examination guidelines and asked to follow these examination guidelines in UG, PG courses of Unani stream. The examination of final year of BUMS programme may be conducted at suitable time as and when the normalcy in the respective states/district is restored by following the protocols/guidelines/directions issued by the Central/State Governments in view of the Covid-19. No specific time frame is prescribed.(Annexure-3).
4. **The Indian Nursing Council (INC) letter Dated 14.5.2020 and 10.7.2020:** The CCIM vide its letter even No. Dated 20.7.2020 has issued detailed examination guidelines and asked to follow these examination guidelines in UG, PG courses of Nursing stream. The examination may be conducted by September/October 2020. Evaluation and declaration of result may be made by October/November @2020. The students of final year passing out of Nursing programmes will have to mandatorily undergo the theory and practical examination. The Examination Authority may conduct theory and practical examinations of the final year students as soon as possible. (Annexure-4).
5. The examinations of courses may be conducted as per UGC guidelines where no Guidelines of Councils have been received or there is no Council such as Courses run under School of Engineering Sciences & Technology (SEST), School of Interdisciplinary Sciences & Technology (SIST), M.Sc. Courses of HIMSR, Paramedical Courses, Rehabilitation Sciences & Allied Health Courses, School of Law Courses, School of Management and Business Studies Courses, School of Humanities and Social Sciences Courses, School of Open & Distance Learning Courses etc.

The matter is placed before the Academic Council for its consideration.

  
(Mirza Vazir Hussain)  
Controller of Examinations





ज्ञान-विद्यान विमुक्तये

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary

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सत्यमेव जयते

Annexure - I

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax: 011-2323 8858

E-mail: secy.ugc@nic.in

D.O.No.F.1-1/2020 (Secy)

8<sup>th</sup> July 2020

**Standard Operating Procedure (SOP) for Conduct of Examinations**

Respected Madam/Sir,

The University Grants Commission (UGC) vide letter dated 6<sup>th</sup> July, 2020 has issued 'UGC Revised Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic'. As per the letter the Universities have been asked to complete the conduct of Terminal Semester(s)/ Final Year examinations by the end of 30<sup>th</sup> September, 2020.

In addition, the Ministry of Human Resource Development, Government of India vide Office Memorandum F.No.16-16/2020-UIA, dated 6<sup>th</sup> July, 2020 has issued instructions for conduct of examinations wherein the MHRD has formulated detailed SOP for conduct of examinations with measures to be taken in view of COVID-19 situation, duly vetted by the Ministry of Health and Family welfare. A copy of the above mentioned Office Memorandum along with detailed SOP for Conduct of Examinations (**Annexure-I**) and UGC Revised Guidelines (**Annexure-II**) are enclosed for necessary action.

Looking forward for your kind cooperation.

With kind regards,

Encl.: As above.

Yours sincerely,

(Rajnish Jain)

To

1. The Vice Chancellors of all Universities
2. The Principals of all Colleges

Copy for kind information to:

1. The Principal Secretary/Secretary to the Governors of all States/Lt. Governors of all Union Territories.
2. The Principal Secretary/Secretary, Department of Higher Education, all State Governments/Union Territories

(Rajnish Jain)



157 SC of AC held on 27/07/2021

2021-22

The Chairman informed the house that we should opt CBCS for NAAC as one elective subject with 2 credits or as in conformity with the UGC guidelines and if we start NCC as elective course, Jamia Hamdard would become first university in Delhi-NCR for introducing the same. Further, he informed that efforts are being taken to have NCC Female Brigade also at Jamia Hamdard with Male. The HoD concerned may coordinate with the 17 NCC Battalion.

After deliberations, the SC resolved to approve the proposal of Col Raj Kumar, SC, Adm Officer, NCC Gp HQ Delhi 'C' to introduce NCC as a general elective credit course and further liaisons and communications to have NCC Female Brigade at Jamia Hamdard.

Further, SC resolved to constitute the following committee for recommending and implementing the proposal as approved above and brought out in the agenda:

- |  |   |          |
|--|---|----------|
| 1. Prof. M. Sarwar Alam, Proctor         | - | Chairman |
| 2. Prof. Farhan J. Ahmad, Dean, S.I.S.T. | - | Member   |
| 3. Prof. Vidhu Aeri, Dean, S.P.E.R.      | - | Member   |
| 4. Prof. Shibu John, Dean, S.M.B.S.      | - | Member   |
| 5. Prof. Reshma Nasreen, DSW             | - | Convener |

**SC 157 (17): TO DISCUSS THE UGC GUIDELINES ON EXAMINATIONS AND ACADEMIC CALENDAR IN VIEW OF THE COVID-19 PANDEMIC.**

The Chairman informed the house that the University is strictly following all COVID-19 guidelines notified by the governing councils including the UGC from time to time in respect of conduct of classes, examinations and other academic activities. After receiving the above guidelines of the UGC, a meeting of all Deans, Registrar, Controller of Examinations was held under the chairmanship of Vice-Chancellor on 20<sup>th</sup> July 2021. Minutes of the meeting was also attached along with agenda item for kind perusal of the members.

Dean, SUMER requested for granting permission to allow 3<sup>rd</sup> and Final Year students for practical training at Majeedia Unani Hospitals, whereas, the students will be divided in 3-4 batches to restrict the gathering.

The SC agreed on the request of Dean, SUMER provided that the COVID safety norms are not violated. Further, he was advised to follow the action taken or is being taken by the HIMSR in this regard.

"The SC, after detailed deliberations, resolved to adopt the UGC guidelines on examinations and academic calendar as brought out in the agenda.

Further resolved that portal will continue open for online admission forms for UG programmes and admissions in B.Pharm. and B.Sc. (H) Nursing will be based on the score of NEET. If seats are remain vacant, then non-NEET candidates may also be considered for admission in these two courses."

**SC 157 (18): TO PERUSE THE RECOMMENDATIONS OF THE COMMITTEE IN ITS MEETING HELD ON 14/07/2021 TO DISCUSS THE ISSUES REGARDING STARTING OF M.Sc. BIOINFORMATICS AND M.Sc. VIROLOGY**

Dr. Afshan



**(MATHS) FOR THE DEPARTMENT OF APPLIED SCIENCES OUT OF THE POSTS SANCTIONED IN THE SCHOOL OF ENGINEERING SCIENCES AND TECHNOLOGY.**

The SC resolved to approve, in principle, to create a position of Assistant Professor in the subjects of English, Physics, Maths and also Chemistry as proposed and discussed subject to approval of the FC and the BoM.

**ANY OTHER ITEMS:**

**SC 157 (23): TO APPROVE THE MINUTES OF THE BOARD OF STUDIES, DEPARTMENT OF PARA MEDICAL SCIENCES, SCHOOL OF NURSING SCIENCES AND ALLIED HEALTH HELD ON 26/07/2021.**

The SC resolved to approve the Minutes of the meeting of the Board of Studies, Department of Para Medical Sciences dated 26/07/2021, whereas, along with other issues the SC also granted one time approval in favour of 14 students of all specialties who crossed their span period as a onetime mercy chance to clear the papers.

**SC 157 (24): TO APPROVE THE MINUTES OF THE BOARD OF STUDIES, DEPARTMENT OF MEDICAL ELEMENTOLOGY AND TOXICOLOGY HELD ON 17/7/2021.**

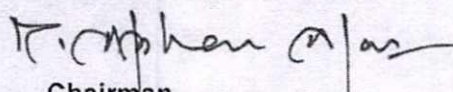
The SC resolved to approve the Minutes of the meeting of the Board of Studies, Department of Medical Elementology and Toxicology, SCLS.

**SC 157 (25): TO CONSIDER THE DCPT&OT GUIDELINES FOR CONDUCT OF EXAMINATIONS FOR THE ACADEMIC SESSION 2020-2021**

The SC discussed the matter brought out by the HoD, Rehabilitation Sciences who informed the house that the DCPT&OT guidelines directed all the institutions within the NCT of Delhi to conduct the Physiotherapy and Occupational Therapy programs of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & Final Year BPT and BOT students and 1<sup>st</sup> and 2<sup>nd</sup> year MPT and MOT students through conventional mode.

The SC noted the same and resolved to conduct the examinations as per the DCPT&OT guidelines.

The meeting ended with a vote of thanks.

  
Chairman  
Standing Committee of AC

  
Secretary  
Standing Committee of AC



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# JAMIA HAMDARD

(Accredited by NAAC 'A' Grade Deemed to be University)



## AGENDA

FOR

157<sup>TH</sup> MEETING OF THE STANDING COMMITTEE

OF

ACADEMIC COUNCIL

Date: 27<sup>th</sup> July, 2021 (Tuesday)

Time: 3.00 P.M.

Venue: Board Room (1<sup>st</sup> Floor), Administrative Building,  
Jamia Hamdard, Hamdard Nagar, New Delhi-110062



SC 157 (17): TO DISCUSS THE UGC GUIDELINES ON EXAMINATIONS AND ACADEMIC CALENDAR IN VIEW OF THE COVID-19 PANDEMIC.

The Secretary, UGC vide his D.O. No.F.I-1/2021(Secy) dated 16<sup>th</sup> July, 2021 has forwarded the guidelines regarding conducting examinations, preparing academic calendar, completion of admission process, commencement of new academic session etc.

In pursuance of the above, a meeting was called by the Vice-Chancellor to discuss these issues with all Deans of Schools, CoE, Proctor, Registrar. Minutes of the meeting is attached herewith.

The UGC D.O. Letter along with guidelines as mentioned above is placed before the Standing Committee of the Academic Council for discussion.

Secretary  
Standing Committee of AC





प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



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विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph : 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

D.O.No. F.1-1/2021 (Secy)

16 July, 2021

Subject: UGC Guidelines on Examinations and Academic Calendar in view of the COVID-19 Pandemic – July 2021

Respected Madam/Sir,

The University Grants Commission (UGC) had issued 'Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown' on April 29, 2020. The said guidelines were later revisited as the number of COVID-19 cases increased and, subsequently, further / revised guidelines were issued on July 6, 2020 and September 24, 2020.

UGC constituted an Expert Committee to revisit the Guidelines on Examinations and Academic Calendar, keeping in view the prevailing situation due to the COVID-19 pandemic; the order of the Hon'ble Supreme Court of India regarding the cancellation of School Board examinations for class/grade-XII; the earlier order of the Hon'ble Supreme Court upholding the UGC's guidelines of July 6, 2020 regarding terminal semester/ final year examinations; and, the larger interest of students. A copy of the guidelines is enclosed.

In the case of Higher Education Institutions located at places where the appropriate government (Central/ State) or competent authority has imposed restrictions on public gatherings, the Higher Education Institutions may plan accordingly. In any case, these recommendations shall not cause any restrictions on the guidelines/directions issued by the appropriate government/ competent authority.

Notwithstanding the present guidelines regarding the conduct of examinations and commencement of the next academic session, every Higher Education Institution shall ensure that it is prepared in all respects to carry out the academic activities following necessary protocols/guidelines/directions/advisories issued by the Central/State Governments or competent authorities from time to time, in view of the COVID-19 pandemic.

With kind regards,

Encl.: As above

To

1. The Vice Chancellors of all Universities
2. The Principals of all Colleges

Copy for kind information to:

1. The Principal Secretary/Secretary to the Governors of all states/Lt. Governors of all Union Territories
2. The Principal Secretary/Secretary, Department of Higher Education, all State Government/ Union Territories.

Yours sincerely,

(Rajnish Jain)

(Rajnish Jain)



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**UGC Guidelines on Examinations and  
Academic Calendar in view of  
the COVID-19 Pandemic**



ज्ञान-विज्ञान विमुक्तये

**University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi**

**July, 2021**



## **UGC Guidelines on Examinations and Academic Calendar in view of the COVID-19 Pandemic – July, 2021**

### **I. Introduction**

Keeping in view the prevailing situation due to the COVID-19 pandemic; the order of the Hon'ble Supreme Court of India regarding the cancellation of School Board examinations for class/grade-XII; the earlier order of the Hon'ble Supreme Court upholding the UGC's guidelines of July 6, 2020 regarding terminal semester/ final year examinations; the earlier UGC guidelines on examination and academic calendar dated April 29, 2020, July 6, 2020 and September 24, 2020; and, the larger interest of students, the following guidelines are being issued by the UGC in respect of examinations and the academic calendar for universities, colleges and institutions deemed to be universities (who are collectively called "**Higher Education Institutions**" in these guidelines) in continuation of the earlier guidelines.

### **II. Examinations**

The provisions as contained in the guidelines issued earlier as mentioned above shall apply for the current academic session 2020-21. Further, the Terminal Semester/ Final Year Examinations (2020-2021) be compulsorily conducted in offline (pen & paper)/ online/ blended (online + offline) mode by no later than August 31, 2021 following the prescribed protocols/ guidelines related to the COVID-19 pandemic.

For intermediate semester/year students, assessment shall be based on internal evaluation and previous semester as suggested in 2020 guidelines.

### **III. Academic Calendar**

The provisions contained in the UGC Guidelines dated 24.09.2020 shall be applicable for the academic session 2021-2022. For students of the intermediate semester/year, the Higher Education Institutions may start their academic session (in online/offline/blended mode) as early as possible, following the guidelines/directions related to the COVID-19 pandemic issued by the appropriate government/competent authority.

In addition, the following guidelines shall also apply regarding the academic calendar for the first-year under-graduate and post-graduate students in Higher Education Institutions:

1. The Hon'ble Supreme Court of India's order dated June 22, 2021 in Writ Petition(s) (Civil) No. 522 of 2021 (Mamta Sharma versus Central Board of Secondary Education & Others) has noted as follows:



*“.....Attorney General for India by pointing out that U.G.C. will be issuing necessary instructions to ensure that the admission process by the colleges and institutions should commence only after the declaration of results by the C.B.S.E. and I.C.S.E., including the State Boards.”*

Accordingly, Higher Education Institutions shall ensure that the admission process for undergraduate courses/programmes for the academic session 2021-2022 commences only after the declaration of results by the CBSE, ICSE and State Boards. It is expected that all the School Boards will declare their results for the class/grade-XII examinations by July 31, 2021.

2. Admissions to the first year courses/programmes for the session 2021-2022 shall be completed by no later than September 30, 2021. The last date for admissions to fill up the remaining vacant seats shall be October 31, 2021. The relevant documents of the qualifying examination can be accepted up to December 31, 2021.
3. The academic session 2021-2022 shall commence latest by October 1, 2021 for first semester/year students.
4. Accordingly, Higher Education Institutions shall follow the calendar given below for the academic session 2021-2022:

Admission Process for Undergraduate Level Programmes (in view of point no. 1 of Academic Calendar)	To Commence only after the declaration of results by the C.B.S.E. and I.C.S.E., including the State Boards. It is expected that School Boards will declare the results of the class/grade-XII examinations by 31.07.2021.
Completion of Admission Process for Undergraduate and Postgraduate Programmes in online/offline/blended mode	30.09.2021
Commencement of Classes for intermediate semester/year students in online/offline/blended mode	As early as possible
Commencement of Classes of Undergraduate and Postgraduate students' Fresh batch (First Semester/Year)	*Latest by 01.10.2021
Preparatory Break	**To be planned by the Higher Education Institutions
Conduct of Examinations	
Semester Break	
Commencement of Classes for Even Semester	
Preparatory Break	
Conduct of Examinations	
Semester Break begins	
Semester Break ends	31.07.2022
Commencement of Next Academic Session for this batch	01.08.2022



\*If there is a delay in declaration of result of the qualifying examinations, Higher Education Institutions may plan and start the academic session by October 18, 2021. The teaching-learning process may continue in offline/ online/ blended mode.

\*\*Higher Education Institutions may plan for classes, breaks, conduct of examinations, semester break etc. during the period October 1, 2021 to July 31, 2022 following necessary protocols/guidelines/directions/advisories issued by the Central/State Governments and competent authorities from time to time, in view of the COVID-19 pandemic.

5. In view of the financial hardships being faced by parents due to lockdowns and related factors, a full refund of fees should be made on account of all cancellations of admissions/ migrations of students up to October 31, 2021 for the academic session 2021-2022 as a special case. It is made clear that the entire fee, including all charges, should be refunded (i.e. there should be zero cancellation charges) on account of cancellations/ migrations up to October 31, 2021. Thereafter, on cancellation/ withdrawal of admissions up to December 31, 2021, the entire fee collected from a student should be refunded in full after deducting not more than Rs.1000/- as processing fee.
6. The guidelines issued by the UGC on April 29, 2020 and July 6, 2020 highlighting the modes of teaching, conduct of examinations, importance of physical & social distancing etc. should be read along with the present guidelines and shall remain mandatory, but the present guidelines shall prevail in the event of any conflict.
7. The present guidelines are subject to the advisories/directives issued by the apex statutory bodies/councils concerned, e.g., AICTE, NCTE, BCI, NMC, DCI, INC, PCI, AYUSH etc. regarding examinations and academic calendars.

Notwithstanding the present guidelines regarding the conduct of examinations and commencement of the next academic session, every Higher Education Institution shall ensure that it is prepared in all respects to carry out the academic activities following necessary protocols/guidelines/directions/advisories issued by the Central/State Governments or competent authorities from time to time, in view of the COVID-19 pandemic.



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**MINUTES OF THE MEETING OF THE VICE CHANCELLOR WITH THE DEANS OF THE SCHOOLS TO DISCUSS THE UGC'S NEW GUIDELINES ON EXAMINATIONS AND ACADEMIC CALENDAR IN VIEW OF THE COVID-19, HELD ON 20<sup>th</sup> JULY 2021 AT 11.45 A.M. IN THE BOARD ROOM OF THE VICE CHANCELLOR OFFICE.**

**Present:**

1. Prof. (Dr.) Mohammad Afshar Alam, Vice Chancellor: In the Chair
2. Mr. S.S. Akhtar, Registrar
3. Prof. Shakir Ali, Dean, School of Chemical & Life Sciences
4. Prof. Farhan J. Ahmed, Dean, School of Interdisciplinary Sciences and Technology
5. Prof. Manju Chhugani, Dean, School of Nursing Sciences and Allied Health
6. Prof. Syed Mehertaj Begum, Dean, School of Humanities & Social Sciences
7. Prof. Shibu John Dean, School of Management & Business Studies
8. Mr. S.M.Khan, Dean, Hamdard Institute of Legal Studies and Research
9. Prof. S.M. Arif Zaidi, Dean, School of Unani Medical Education and Research
10. Prof. Vidhu Aeri Dean, School of Pharmaceutical Education and Research
11. Prof. M.S. Alam, Proctor
12. Dr. Farheen Siddiqui, Department of Computer Science, School of Engineering Sciences & Technology
13. Mr. Mirza Vazir Hussain, Controller of Examinations

The Vice Chancellor informed the Members about the new UGC Guidelines on Examinations and Academic Calendar in view of the COVID-19 Pandemic-July, 2021. It was briefly informed that Hon'ble Supreme Court upheld the UGC's guidelines of July 6, 2020 regarding terminal semester/ final year examinations; the earlier UGC guidelines on examination and academic calendar dated April 29, 2020, July 6, 2020 and September 24, 2020. The new guidelines recently were issued by UGC Secretary vide Letter No. F.1-1/2021 (Secy) dated 16.7.2021 (Flag-1) regarding examinations and academic calendar for universities, colleges, institutions deemed to be universities. The important points of the new UGC's Guidelines in brief are as under:

**Examinations:** The new guidelines shall apply for the current academic session 2020-21. Further, the Terminal Semester/ Final Year Examinations (2020-2021) will be compulsorily conducted in offline (pen & paper)/ online/ blended (online + offline) mode by no later than August 31, 2021 following the prescribed protocols/ guidelines related to the COVID-19 pandemic. For intermediate semester/year students, assessment shall be based on internal evaluation and previous semester as suggested in 2020 guidelines.

**Academic Calendar:** The provisions contained in the UGC Guidelines dated 24.09.2020 shall be applicable for the academic session 2021-2022. For

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students of the intermediate semester/year, the Higher Education Institutions may start their academic session (in online/offline/blended mode) as early as possible, following the guidelines/directions related to the COVID-19 pandemic issued by the appropriate government/competent authority. In addition, the following guidelines shall also apply regarding the academic calendar for the first-year under-graduate and post-graduate students in Higher Education Institutions:

1. U.G.C. will be issuing necessary instructions to ensure that the admission process by the colleges and institutions should commence only after the declaration of results by the C.B.S.E. and I.C.S.E., including the State Boards."

Accordingly, Higher Education Institutions shall ensure that the admission process for undergraduate courses/programmes for the academic session 2021-2022 commences only after the declaration of results by the CBSE, ICSE and State Boards. It is expected that all the School Boards will declare their results for the class/grade-XII examinations by July 31, 2021.

2. Admissions to the first year courses/programmes for the session 2021-2022 shall be completed by no later than September 30, 2021. The last date for admissions to fill up the remaining vacant seats shall be October 31, 2021. The relevant documents of the qualifying examination can be accepted up to December 31, 2021.
3. The academic session 2021-2022 shall commence latest by October 1, 2021 for first semester/year students.
4. Accordingly, Higher Education Institutions shall follow the calendar given below for the academic session 2021-2022:

Admission Process for Undergraduate Level Programmes (in view of point no. 1 of Academic Calendar)	To Commence only after the declaration of results by the C.B.S.E. and I.C.S.E., including the State Boards. It is expected that School Boards will declare the results of the class/grade-XII examinations by 31.07.2021.
Completion of Admission Process for Undergraduate and Postgraduate Programmes in online/offline/blended mode	30.09.2021
Commencement of Classes for intermediate semester/year students in online/offline/blended mode	As early as possible
Commencement of Classes of	*Latest by 01.10.2021



Undergraduate and Postgraduate students' Fresh batch (First Semester/Year)	
Preparatory Break	**To be planned by the Higher Education Institutions
Conduct of Examinations	
Semester Break	
Commencement of Classes for Even Semester	
Preparatory Break	
Conduct of Examinations	
Semester Break begins	
Semester Break ends	31.07.2022
Commencement of Next Academic Session for this batch	01.08.2022

\*If there is a delay in declaration of result of the qualifying examinations, Higher Education Institutions may plan and start the academic session by October 18, 2021. The teaching-learning process may continue in offline/ online/ blended mode.

\*\*Higher Education Institutions may plan for classes, breaks, conduct of examinations, semester break etc. during the period October 1, 2021 to July 31, 2022 following necessary protocols/ guidelines/ directions/ advisories issued by the Central /State Governments and competent authorities from time to time, in view of the COVID-19 pandemic.

5. In view of the financial hardships being faced by parents due to lockdowns and related factors, a full refund of fees should be made on account of all cancellations of admissions/ migrations of students up to October 31, 2021 for the academic session 2021- 2022 as a special case. It is made clear that the entire fee, including all charges, should be refunded (i.e. there should be zero cancellation charges) on account of cancellations/ migrations up to October 31, 2021. Thereafter, on cancellation/ withdrawal of admissions up to December 31, 2021, the entire fee collected from a student should be refunded in full after deducting not more than Rs.1000/- as processing fee.
6. The guidelines issued by the UGC on April 29, 2020 and July 6, 2020 highlighting the modes of teaching, conduct of examinations, importance of physical & social distancing etc. should be read along with the present guidelines and shall remain mandatory, but the present guidelines shall prevail in the event of any conflict.
7. The present guidelines are subject to the advisories/directives issued by the apex statutory bodies/councils concerned, e.g., AICTE, NCTE, BCI, NMC, DCI, INC, PCI, AYUSH etc. regarding examinations and academic calendars.



Notwithstanding the present guidelines regarding the conduct of examinations and commencement of the next academic session, every Higher Education Institution shall ensure that it is prepared in all respects to carry out the academic activities following necessary protocols/guidelines/ directions/ advisories issued by the Central/State Governments or competent authorities from time to time, in view of the COVID-19 pandemic.

The above mentioned UGC Guidelines were discussed at length and following was resolved:

- Since the final semester /year and Intermediate semesters/yers already conducted in some schools and are under progress/scheduled in some other schools, it is resolved to go ahead into the examinations for both final years and intermediate semesters/years with online/offline/blended mode. All the exams may be held before 31<sup>st</sup> August 2021 positively. Hence the conversion formulae last year may not be adopted for this year.
- The dates mentioned in the above mentioned Academic Calendar 2021-22 for Commencement of classes of UG and PG students' Fresh batch (First Semester/Year) will be as per schedule i.e. 01.10.2021. The dates of Preparatory Break, Conduct of Examinations, Semester Break, Commencement of Classes for Even Semester, Preparatory Break, Conduct of Examinations, Semester Break begins etc will be planned by Jamia Hamdard and informed due course.
- The Calendar as mentioned in the above mentioned UGC Guidelines is adopted for Admissions-2021-22 and should be adhered.
- The dates of Semester Break ends and Commencement of Next Academic Session (2022-23) for this batch will be adopted as per the above UGC Guidelines.

The meeting ended with a vote of thanks to the Chair.

  
Registrar 26-7-21

Hon'ble Vice Chancellor



2019-20

OFFICE OF THE REGISTRAR  
JAMIA HAMDARD  
(Deemed to be University)  
Hamdard Nagar, New Delhi-110062

No.: AS/ATR-39 AC/JH-5/2019  
15<sup>th</sup> October, 2019

**NOTIFICATION**

39<sup>th</sup> AC in its meeting held on 4<sup>th</sup> & 7<sup>th</sup> October, 2019, resolved to approve the University Academic Calendar for the Year 2019-2020 as follows:

**FOR 'ODD SEMESTER' (FROM JULY TO DECEMBER 2019):**

- |                                  |   |   |
|----------------------------------|---|---|
| ▪ Alumni Meet                    | - | 13 <sup>th</sup> September, 2019                                    |
| ▪ Founder's Day                  | - | 14 <sup>th</sup> September, 2019                                    |
| ▪ Jashn-e-Adab (Poetry Festival) | - | 8 <sup>th</sup> , 9 <sup>th</sup> & 10 <sup>th</sup> November, 2019 |
| ▪ Jalsa-e-Seerut-un-Nabi         | - | 10 <sup>th</sup> November, 2019                                     |
| ▪ Semesters Examinations         | - | 9 <sup>th</sup> to 20 <sup>th</sup> December, 2019                  |
| ▪ Winter Break                   | - | 23 <sup>rd</sup> December, 2019 to 1 <sup>st</sup> Jan, 2020        |

**FOR 'EVEN SEMESTER' (FROM JANUARY TO JUNE 2020):**

- |                              |   |   |
|------------------------------|---|---|
| ▪ Hamdard Fest / Sports Meet | - | 18 <sup>th</sup> to 22 <sup>nd</sup> February, 2020 |
| ▪ Semester Examinations      | - | 20 <sup>th</sup> to 30 <sup>th</sup> May, 2020      |
| ▪ Summer Vacation            | - | 1 <sup>st</sup> June to 19 <sup>th</sup> July, 2020 |
| ▪ University Re-opens        | - | 20 <sup>th</sup> July (Monday), 2020                |
| ▪ Commencement of Classes    | - | 23 <sup>rd</sup> July (Thursday), 2020              |

The respective Deans of Schoos will finalize their academic activities in the light of the above. However, norms of 'Statutory Councils' such as PCI, MCI, INC, CCIM etc. will be taken into consideration, while, finalizing the same. This is also applicable for SODL.

The above is notified for information and necessary actions by the all concerned.

REGISTRAR

Copy to:

- Dean, Academics
- All Deans of Schools
- All HoDs/Directors
- Dean, Students Welfare
- Finance Officer
- Controller of Examinations
- Proctor
- Director, IQAC / Advisor (Research)
- University Librarian
- Chairman, Central Admission Core Committee
- Foreign Students Advisor
- Provost
- Executive Engineer (Off.)
- Deputy Registrar
- Assistant Registrar (Estab.)
- In-charge, Web Cell (for uploading it on University Website)
- A.R. / Secretary to Vice-Chancellor
- P.A. to Registrar
- Guard File

(S.S. Akhtar)  
REGISTRAR

18-10-19



2018-19

**REGISTRAR'S SECRETARIAT**  
JAMIA HAMDARD  
(Deemed to be University)  
Hamdard Nagar, New Delhi-110062

No.: AS/ATR(AC-34)/JH/2018  
3<sup>rd</sup> October 2018

**NOTIFICATION**

In pursuance of the resolution adopted by the Academic Council of Jamia Hamdard in its 34<sup>th</sup> meeting held on 7/06/2018 the academic calendar for the year 2018-2019 will be as under:

**FOR 'ODD SEMESTER' (From July to December 2018)**

- Alumni Meet - 13<sup>th</sup> September, 2018 (Half Day – Evening)
- Founder's Day - 14<sup>th</sup> September, 2018
- Hamdard Fest - 22<sup>nd</sup> to 27<sup>th</sup> October, 2018
- Jalsa-e-Seerat-un-Nabi - 22<sup>nd</sup> November, 2018 (Half Day)
- Semester Examinations - 10<sup>th</sup> to 22<sup>nd</sup> December, 2018
- Winter Break - 24<sup>th</sup> Dec. 2018 to 1<sup>st</sup> January 2019

**FOR 'EVEN SEMESTER' (From January to June 2019)**

- Hamdard Sports Meet - 21<sup>st</sup> to 24<sup>th</sup> February, 2019
- Semester Examinations - 22<sup>nd</sup> May 2019 to 1<sup>st</sup> June, 2019
- Summer Vacation - 3<sup>rd</sup> June 2019 to 21<sup>st</sup> July 2019
- University Re-opens - 22<sup>nd</sup> July (Monday) 2019
- Commencement of Classes - 25<sup>th</sup> July (Thursday) 2019

All cultural and other activities of different 'Schools' are clubbed as one event of the university, so that students from all Schools may participate in the event of their choice.

Deans of HIMSR, S.N.S.& A.H., S.U.M.E.R. is hereby authorized to make necessary changes, if required, as per their respective Councils' norms such as MCI, INC, CCIM etc.

All Deans of Schools /HoDs are requested to kindly take necessary action and prepare their programs / calendar accordingly.

  
REGISTRAR

Copy to:

- All Deans of Schools/HIMSR/HILSR
- Dean, Students' Welfare
- Finance Officer
- Controller of Examinations
- Proctor
- Provost
- Director, IQAC / Advisor (Research)
- University Librarian, HMS Central Library
- Foreign Students' Advisor
- M.S. HAHC Hospital
- A.R. (VCO)
- A.R. (Establishment)

  
REGISTRAR



2017 - 2018

Academic Calendar 2017-18

- University Re-opened : July 13, 2017 (Thursday)
- Commencement of Classes: July 17, 2017 (Monday)
- Founder's day : Sept - 14, 2017 (Thursday)
- Sports and Cultural Week : Nov. 1 - Nov. 5, 2017 (Wed. - Sun)
- Winter Break : Dec. 23 - Jan.1, 2018 (Sat - Mon)
- Summer Vacations : May 22 (Mon) – July 8, 2018 (Sun)
- University Re-opens : July 09, 2018 (Monday)
- Commencement of Classes : July 11, 2018 (Wed.)  
(2017-18)

*E.A. Khan*

*22.8.17*

**Registrar**  
**Jamia Hamdard**  
(Deemed to be University)  
**Hamdard Nagar**  
**New Delhi - 110062**