OFFICE OF THE REGISTRAR
Establishment Section (Teaching)
Jamia Millia Islamia

F.No.Gen.10/RO/(E-T)/2025 15.01.2025

OFFICE ORDER

The Competent Authority of JMI, has assigned the additional responsibilities to the following faculty members as Hony. Assistant Controller of Examinations for smooth functioning of the Controller of Examinations Office as per details given below:

S.No.	Name/Designation/Department	Duties Assigned
1	**Dr. Khalid Raza** Associate Professot *Department of Computer Science*	He will look after the all grievances of the Distance mode students. He will also put his signature on Marksheet, Provisional/Migration for distance/online mode students.
2	**Dr. Sunil** Associate Professor *(Computer Engg. Section)* *University Polytechnic*	He will look after all the grievances of the regular students of the University.

15.01.2025
(Prof. Md. Mahtab Alam Rizvi)
Registrar

1. Dr. Khalid Raza, Associate Professor, Deptt. of Computer Science, JMI
2. Dr.Sunil, Associate Professor, University Polytechnic, JMI

Copy to the following for information:

3. All Deans of the Faculties/Heads of the Departments/Directors of the Centres/ DSW/ Chief Proctor/University Librarian/All Provosts/CVO/Heads of Administrative Units, JMI Principals/Headmistress of Schools.
4. The Offg. Controller of Examination, JMI
5. The Acting Principal, University Polytechnic, JMI
6. The Offg. Directors, FTK-CIT, JMI for uploading on University weibsite.
7. The Hony. Director, IQAC, JMI
8. The Secratery to VC for kind information of the Hon'ble Vice-Chancellor, JMI
9. The Asstt. Registrar, Registrar's Secretariat, JMI
10. P.A. to Finance Officer, JMI
11. The Asstt. Finance Officer (Payments/Salary/Budget), JMI
12. Dealing Asstt. (Estab) for MIS entries.
13. Personal files/folder.

15/01/25
Asstt. Registrar (E-T)