

Maulana Azad National Urdu University
School of Mass Communication and Journalism

Departmental Committees

Student's Welfare Committee

S. No.	Name	Assigned Role	Responsibilities
1	Dr. Mohammad Fariyad Associate Professor	Coordinator	1. Student Welfare Committee shall be responsible for Physical, Mental, Social and Spiritual Development of the students.
2	Mr. Meraj Ahmad Assistant Professor	Member	2. Coordinating and promoting various activities like: (i) Students Health Services
3	Mr. Tahir Quareshi Assistant Professor	Member	(ii) Counseling Services (iii) Student Activities at Department Level (iv) Educational Tours / Field Visits

Examination Committee

S. No.	Name	Assigned Role	Responsibilities
1	Mr. Mohd. Mustafa Ali Associate Professor	Coordinator	1. Question Paper Collection
2	Dr. Meraj Ahmed Mubarki Assistant Professor	Member	2. Conducting Internal and end Semester Theory Practical examinations
3	Prof. Ehtesham Ahmad Khan Professor Dean & Head	Member	3. Conducting internal and Semester end Practical examinations 4. Evaluation, compilation of marks and coordination with COE office.

Library Monitoring Committee

S. No.	Name	Assigned Role	Responsibilities
1	Dr. Meraj Ahmed Mubarki Assistant Professor	Coordinator	1. Monitoring the requirements of latest books, magazines, journals and other articles as per the needs of the students/Department.
2	Mr. Tahir Quareshi Assistant Professor	Member	2. Maintaining the Departmental Library and coordinating with Central Library.
3	Mr. Mohd. Mustafa Ali Associate Professor	Member	3. Developing Digital Library, maintaining e-journalsim of the Departmental Library and other related activities.

Extra-Curricular & Sports Committee

S. No.	Name	Assigned Role	Responsibilities
1	Mr. Meraj Ahmad Assistant Professor	Coordinator	1. Professional Activities related to Sports. 2. Professional Societies / Chapters and organizing Extra Curricular & Sports activities.
2	Mr. Syed Abbas Husain Rizvi Assistant Professor	Member	3. Organizing Sports & Cultural activity at the Department
3	Mr. Tahir Quareshi Assistant Professor	Member	4. Facilitate the students to participate in sports and cultural activities & other Inter School/ Inter- Departmental events.

Training & Placement Committee

S. No.	Name	Assigned Role	Responsibilities
1	Dr. Mohammad Fariyad Associate Professor	Coordinator	1. Interface between Industry and the Department for Placement activities
2	Mr. Mohd. Mustafa Ali Associate Professor	Member	2. Counseling and Personality Development programs. 3. Conducting Mock Interviews, Written test based on Current industry patterns requirement. 4. Campus Recruitment Training to students

3	Dr. Meraj Ahmed Mubarki Assistant Professor	Member	5. Arranging Campus Interviews to students 6. To Conduct pre-placement activities, Workout in-house training/course for completion of minor/major project works.
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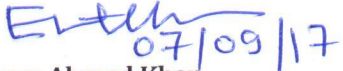
Attendance Committee

S. No.	Name	Assigned Role	Responsibilities
1	Mr. Tahir Quareshi Assistant Professor	Coordinator	1. Monitoring and compiling the attendance of students on monthly basis of the semester.
2	Dr. Mohammad Fariyad Associate Professor	Member	2. Reporting parents of the students having short of attendance below 75% through letters/emails / Phone Calls
3	Mr. Meraj Ahmad Assistant Professor	Member	3. Displaying attendance of students on monthly basis semester-wise before Internal Exams and Final End Semester Examinations. 4. Compiling the list of students debarred in internal and end semester examination and convey to the parents of students in writing through post / email. 5. Coordinating with class-coordinators to accomplish the above mentioned task in stipulated period.

Student's Grievances Committee

S. No.	Name	Assigned Role	Responsibilities
1	Mr. Syed Abbas Husain Rizvi Assistant Professor	Coordinator	1. Addressing grievances ,complaints and suggestion of the students at the department
2	Mr. Mohd. Mustafa Ali Associate Professor	Member	2. Take necessary actions and measurements related to students Grievances and Compliants
3	Dr. Meraj Ahmed Mubarki Assistant Professor	Member	3. Counseling the students on regular intervals

In order to enhance the functioning of School / Department of Mass Communication and Journalism, the above mentioned Committees are constituted. The Convenor of all the Committees is the Head, Department of Mass Communication and Journalism


 07/09/17
Prof. Ehtesham Ahmad Khan
 Dean & Head, School & Dept. of MCJ

To
All the Faculty Members of MCJ