

DEPARTMENT OF MASS COMMUNICATION & JOURNALISM

Date: 22th August 2017

Allocation of Responsibilities of Faculty Members - 2017-18

S. No.	Allocation of Responsibilities	Faculty In-Charge
1	<ul style="list-style-type: none"> ➤ Coordination with Exam Branch related to matters of MA(JMC) course ➤ Printing of Lab Journal - 'Izhaar' before the end I Semester and Coordination with other concerned faculty to develop and distribute the content to the students. ➤ Press Releases and all annual inputs required by PRO 	Mr. Mohd. Mustafa Ali
2	<ul style="list-style-type: none"> ➤ Fieldwork/Field Visits/Educational Tour ➤ In-charge Guest Lectures (Izhaare-Khyaal) ➤ Coordinator Ph.D Course Work, Synopsis, Time Table, DRC etc ➤ In-charge Placement & coordination with Placement Cell ➤ Alumni Meet 	Dr. Mohammad Fariyad
3	<ul style="list-style-type: none"> ➤ In-charge: Radio Production Lab & Sony-fex Machine, Radio Production Exercises ➤ Academic Coordinator for the execution of CBCS (For Semester II and IV) ➤ To organize BOS & School Board Meetings ➤ Student's Adviser 	Mr. Syed Abbas Husain Rizvi
4	<ul style="list-style-type: none"> ➤ Student's Advisor ➤ Fellowship/Scholarship of PG students/ Ph.D Scholars ➤ Academic Coordinator for the execution of CBCS (For Semester I and III) ➤ Annual Report/AQAR/IQAC 	Dr. Meraj Ahmed Mubarki

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)



(Accredited 'A' Grade by NAAC)

5	<ul style="list-style-type: none">➤ Convener, All faculty meeting of Department, to record the minutes➤ Academic Calendar and Record of Internal Assessment, Practical Examinations of all subjects of MA(JMC) course and to maintain it through Record Register➤ In-charge: Maintenance and AMC of Computers at Computer Lab, Graphic & Animation Lab, Laptop, Video Camera, Audio Mikes and Portable Lights, Still Camera, , LCD Projectors of Seminar Hall, Podium, FCP Machines etc.➤ Television Production Exercises & Editing of Radio Productions	Mr. Meraj Ahmad
4	<ul style="list-style-type: none">➤ Student's Data Base /Coordination with all faculty for Monthly Attendance and record of all Presentation's Attendance➤ Website Update & Maintenance➤ Sanitation at Department➤ Time Tables of MA(JMC) Coordination with IMC for all facilities➤ Television/Radio Production Exercises (Studio/outdoor)➤ Cafeteria	Mr. Mohd. Tahir Qureshi

Ehtesham
07/09/17

Prof. Ehtesham Ahmad Khan
Dean & Head,
School & Dept. of Mass Communication & Journalism

To
All the Faculty Members of MCJ