

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



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

Ehtisham
07/09/17

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

To
 All the Faculty Members of MCJ