



हरिदेव जोशी पत्रकारिता और जनसंचार विश्वविद्यालय

HARIDEV JOSHI UNIVERSITY OF JOURNALISM AND MASS COMMUNICATION

No. F 2(i)HJU/esstt./Misc./ 22 461

Date: 22-03-2022

Office Order

In order to ensure smooth functioning of the University on a day to day basis and also in supersession of earlier orders the following Academic and Administrative responsibilities are assigned to the Faculty:

S.No.	Name, Designation and Department	Academic/ Administrative Responsibilities	Other Major Responsibilities
1.	Dr. Manoj Lodha Associate Professor (Deptt. of Media Studies)	In-charge - New Education -- Policy	--
2.	Dr. Ajay Kumar Singh Assistant Professor (Deptt. of Electronic Media)	(i) Head of B.A. - Journalism and Mass Communication (BA-JMC) Course (ii) Coordinator - Research	(i) Nodal Officer Vidyanjali Higher Education Portal (ii) In charge- Computer Lab
3.	Dr. Anil Kumar Mishra Assistant Professor (Deptt. of Media Studies)	(i) Dean- Faculty of Mass Communication (ii) Head of Department- (Deptt. of Development Communication)	(i) Nodal Officer- SJE Scholarship
4.	Ms. Shalini Joshi Assistant Professor (Deptt. of Media Studies)	(i) Dean- Student Welfare (ii) Head of Department- (Deptt. of Social Media and Online Journalism)	(i) In charge- Library
5.	Dr. Richa Yadav Assistant Professor (Deptt. of Electronic Media)	(i) Dean- Faculty of Journalism (ii) Head of Department (Deptt. of Media Organisation and Public Relations)	(i) Coordinator- Rajiv Gandhi Vidyarthi Sewa Kendra (ii) Convenor- Internal Exams
6.	Ms. Garima Shree Assistant Professor (Deptt. of Electronic Media)	(i) Head of Department - (Deptt. of Electronic Media) (ii) Proctor	(i) Nodal Officer- Anandam (ii) In-charge-Studio Equipments

राजीव गांधी विद्याभवन | Rajiv Gandhi Vidya Bhawan
 सर्वपल्ली राधाकृष्णन शिक्षारंजित, जवाहरलाल नेहरू मार्ग | Sarvepalli Radhakrishnan Shiksha Sanstha
 जयपुर 302 015 (राजस्थान) | JLN Ward, Jaipur 302 015 (Rajasthan), India
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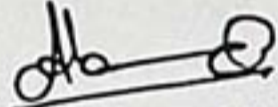
HJU UNIVERSITY ESTABLISHED BY AN ACT OF THE RAJ STATE LEGISLATURE IS A NATIONAL CENTRE FOR TEACHING, TRAINING AND RESEARCH IN JOURNALISM, MASS COMMUNICATION AND ALLIED FIELDS
 पत्रकारिता, जनसंचार और संबंधित विषयों के शिक्षण, प्रशिक्षण और शोध के लिए राजस्थान विधानमंडल के अधिनियम द्वारा स्थापित राष्ट्रीय संस्थान



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7.	Dr. Ratan Shekhawat Singh Assistant Professor	(i) Head of Department – Deptt of Media Studies	(i) Coordinator– Placement Cell (ii) Nodal Officer– Smart Village Project
	Ms. Shalini Joshi Assistant Professor	Coordinator - Academics and Administration for Khasa Kothi Campus (In addition to Dean, Student Welfare and Head of Deptt. Social Media and Online Journalism, she will Coordinate Academic and Administrative activities of Khasa Kothi Campus of the University)	
	Dr. Ajay Kumar Singh Assistant Professor (Deptt. of Electronic Media)	He will continue to be the Centre Superintendent for conducting all examinations for the session 2021-22 as per the order dated 21.03.2022. All faculty members shall cooperate with him for smooth conduct of examinations.	

- Respective Head(s) of Department(s) will be the convenor of Board of Studies (BoS) of the concerned department.
- The Departmental Research Committee (DRC) needs to be reconstituted and there should be two DRC as there are two faculties. (Faculty of Journalism and Faculty of Mass Communication). The Deans of both the faculties should take necessary action to constitute the DRC's for the respective faculties.


(Abu Sufiyan Chauhan)
RAS
Registrar

Copy forwarded to the - 22462-22470

1. PS to Vice Chancellor, HJU, Jaipur
2. PA to Registrar, HJU, Jaipur
3. PA to CF, HJU, Jaipur
4. Controller of Examination, HJU, Jaipur
5. Deputy Registrar, HJU, Jaipur
6. Assistant Registrar, HJU, Jaipur
7. All concerning officers.....
8. Guard File


Registrar

राजीव गांधी विद्यालय | Rajiv Gandhi Vidya Bhawan
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