F.No. Gen-433/JMI/RO/Estt-T/2025   11.04.2025
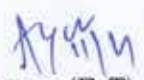
OFFICE ORDER

The Vice-Chancellor, JMI, being the principal executive and academic officer of the University in terms of Section 11(2) of JMI Act-1988, has passed the following orders:

1. Appoint Prof. Saima Saeed, Centre for Culture, Media and Governance, JMI, as **Chief Public Relations Officer**, JMI, in addition to her duties & responsibilities in the Centre, with immediate effect till further orders. Dr. Ahmad Azeem, Public Relations Officer and other staff of PRO Office shall henceforth directly report to the Chief Public Relations Officer.

2. Dissolve the Media Coordination Committee constituted vide Office Order of even no. dated 02.12.2024 with immediate effect.

3. Appreciates the contribution and dedication of the Media Coordination Committee.

11.4.2025

(Prof. Md. Mahtab Alam Rizvi)
Registrar

Copy for information & necessary action to the following:

1. Prof. Saima Saeed, Chief Public Relations Officer, JMI
2. Dr. Ahmad Azeem, Public Relations Officer, JMI
3. All Members of the Media Coordination Committee
4. DSW/all Deans of Faculties/HoDs/Directors of Centres/Heads of Institutions /Acting Principal, University Polytechnic/Principals of the Schools/Headmistress of Schools/University Librarian/ Chief Proctor/ Security Advisor/All Provosts/Heads of Administrative Units/Offices/CPIO/PRO, JMI
5. The Controller of Examinations, JMI
6. The Hony. Dy. Controller of Examinations, JMI
7. The Finance Officer, JMI
8. The Director, IQAC, JMI
9. The OSD to Vice-Chancellor, JMI
10. The Secretary to Vice-Chancellor's Secretariat, JMI
11. The Secretary, Registrar's Secretariat, JMI
12. PA to Registrar, JMI
13. The Offg. Director, FTK-CIT – for updation on Jamia website
14. The Asst. Finance Officer (Payments), JMI
15. The Asstt. Registrar (C&O) for reporting to ensuring meeting of Executive Council
16. All Dy. Registrars/Asstt. Registrars, JMI
17. The concerned file/folder

Asstt. Registrar (E-T)