



CIRCULAR

All the members of Publication Committee of the college are hereby informed that, the committee meeting is scheduled on 14.05.2014 & the venue will be the board room at 2.30pm. All are requested to be present on time.

The Agenda of the meeting is:

- i) To Discuss about the SOP, Objectives, Roles & Responsibilities
- ii) To decide the recurrence of publication of Magazine, Newsletter and Information Brochure.
- iii) Any other matter with the permission of the chair.

Principal

Copy Submitted to: (1) The Secretary Garu – For your kind information Pl.

Copy to:

1. IQAC Coordinator
2. Controller of Examinations
3. All HODS
4. Administrative Officer
5. Accounts Officer
6. Concerned Faculty
7. Students Notice Board



MINUTES OF MEETING

1. The Meeting was held on 14th May 2014 in the EEE Seminar hall at 2.30 pm.
2. The Chief Editor welcomed all the Committee Members
3. SOP was finalized during the meeting with the following Objectives, Roles & Responsibilities

Objectives of the Publication Committee

The Publication Committee has been set up with the intention to avoid even the negligible errors in the arena of publication of important information pertaining to the institution in the form of Newsletter, college Magazine and Information brochure, for this a standing committee of the college is set up which shall publish the college newsletter as a bi annual publication, college magazine and information brochure as an annual publication which can provide regular means of information and communication among staff and students of the institution. The purpose of these publications is to disseminate information about the activities and developments of the college, achievements of the staff and students, events organized and attended, competitions participated and won and current technological developments etc.

Roles & Responsibilities of the Committee

The primary responsibilities of the committee are to collect, review, and edit information for publication, and to print and distribute the newsletter, magazine and information brochure.

In discharging the Responsibilities, the Committee

1. Shall formulate the editorial policies and goals of the newsletter, magazine and information brochure and establish procedures for the systematic and timely review of material submitted for publication.
2. Shall motivate volunteers from among the members representing various departments to call for articles from faculty and students and also to collect them before the specified deadlines and also to write or prepare columns on topics determined by the committee.
3. Shall perform the screening of the drafts submitted by the department's faculty and students and select only those submissions containing valuable information and are liable for publication.
4. Selected items shall be forwarded to the publication committee chair for approval.
5. Shall establish publication time tables and follow the deadlines strictly.

Editor in chief along with Co-editors:

1. Approve reports of the committee meetings before their distribution, oversee the newsletter publishing operations – information collection, review, selection, editing, proof-reading, layout, printing / production and distribution of each issue of the newsletter, and information brochure.
2. Responsible for quality control – careful proofreading of the newsletter before it is printed and distributed so as to ensure error free drafts.

3. It decided in the meeting that there should be separate committees for magazine, newsletter and information brochure.
4. Maintain record of all articles received (both hard & soft copies) and the articles selected for publication. However, the decision for the Publication of the content in the newsletter, magazine and information brochure rests with the chairman of the committee.
5. Members decided schedule of publication as follows

Publication Recurrence		
Information Brochure	Once in a year	In the month of February
Magazine	Once in a year	In the month of March
Newsletter	Twice in a year	July – December January – June

S.No	Name of the Member	Designation	Position	Signature
1	Dr. M. Ramalinga Reddy	Principal	Chairman	<i>[Signature]</i>
2	Ms.P.Alekhy	Associate professor (MBA Dept)	Convener	<i>[Signature]</i>
3	Mr. L. Ramanyaneya	Assistant Professor (MBA Dept)	Member	<i>[Signature]</i>
4	Ms. Fathima Mary	Assistant Professor (H&S Dept)	Member	<i>[Signature]</i>
5	Mr.K Srinivasulu	Assistant Professor (Mech. Dept)	Member	<i>[Signature]</i>
6	Mr K Bharadwaj	Assistant Professor (ECE Dept)	Member	<i>[Signature]</i>
7	Ms.Y.Aruna suhasini	Assistant Professor (ECE Dept)	Member	<i>[Signature]</i>
8	Mr. Ravi Kumar	Assistant Professor (CSE Dept)	Member	<i>[Signature]</i>
9	Mr. Joel Samuel	Assistant Professor (Civil Dept)	Member	<i>[Signature]</i>
10	Mr. Ch Shankar Rao	Assistant Professor (EEE Dept)	Member	<i>[Signature]</i>
11	Mr. T.Rajesh Kumar	Student (Civil Dept, 14H51A01B2)	Member	<i>[Signature]</i>
12	CH.Srikanth	Student (ECE Dept, 14H51A0410)	Member	<i>[Signature]</i>
13	B.Ashok	Student (EEE Dept, 14H51A0203)	Member	<i>[Signature]</i>
14	CH.Siddarth Reddy	Student (CSE Dept, 14H51A0512)	Member	<i>[Signature]</i>
15	G.Rahul naik	Student (CSE Dept, 13H51A0378)	Member	<i>[Signature]</i>
16	D.Vaishali	Student (MBA Dept, 14H51E0029)	Member	<i>[Signature]</i>

[Signature]
Convener

[Signature]
Principal
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