

STANDARD OPERATING PROCEDURE (SOP)

PUBLICATION COMMITTEE

- 1) The College newsletter consists of the information by collecting department wise publications, research information, Achievements of students/staff etc from all the departments.
- 2) The articles / reports from the students/staff has to be received and a team of members are assigned as sectional editors and preparing the copy of college magazine/newsletter.
- 3) Assign a Faculty member for collecting and maintain the record of the research paper publications department wise
- 4) Appoint students/staff as sectional editors and also a team is framed to collect the information regularly from all the departments.
- 5) Assign a member for ensuring that the reports/articles are thoroughly verified by plagiarism tool at minimum levels.
- 6) A member is assigned for collecting & providing the photographs of staff and students required for the magazine on all the in and off campus related events.
- 7) Two members are assigned for the printing of college magazine on or before April and also distribute the same to students and staff.
- 8) The department wise newsletter to be submitted to the IQAC, once in six months.

FLOW CHART FOR PUBLICATION COMMITTEE

