

DHANEKULA INSTITUTE OF ENGINEERING & TECHNOLOGY

GANGURU: VIJAYAWADA – 5231 139

Process towards quality publication of Newsletter/Magazines

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1. Department Newsletter/magazine publishing committee has responsibility to publish department news letter in 4 volumes/year and one news magazine in year.
2. Department member is to be nominated by respective head of department and student members are to be nominated by member faculty in consultant with head of department consisting of 2 members from each section with running courses
3. Department member faculty need to create awareness among the students and faculty regarding the inputs required for news letter by the way sending circular intimating the requirements for publication well in advance.
4. Articles received from faculty and students shall be reviewed by the member faculty along with student members in finalization of draft.
5. Member faculty present draft to head of the department for approval.
6. After getting approval the member faculty makes use services of student members and get circulated the soft copy of newsletter to all the students, staff and other stake holders.
7. Member faculty need to make 3 colour print outs to mark a copy to department notice board, department news letter file, principal office and also display copy in every classroom notice board (black and white).
8. Member faculty submits his file copy to assessment committee for review and to identify best faculty and student article and to be recorded in the member faculty file.
9. At the end of academic year member faculty submits data to assessment committee to identify best student and faculty contributor towards newsletter/magazine publication.



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