
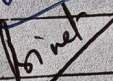



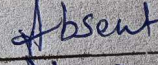
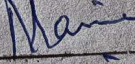


SAHRDAYA COLLEGE OF ENGG. & TECHNOLOGY, KODAKARA
Minutes of the meeting

Name of the meeting : Publication Committee
Period of Review : First Meeting (Academic Year 2023-24)
Date of meeting : 11-09-2023
Members attended

Name	Designation	Signature
Dr. Ambili Mechoor	Professor	
Ms. Binnet Rose(EC) (Newsletter)	Asst. Professor	
Ms. Uma E S (CS) (JC)(Magazine)	Asst. Professor	
Ms. Rani Thomas (ASH)	Asst. Professor	
Ms. Haritha C R (CE)	Asst. Professor	
Ms. Nitha Sabu (BM)	Asst. Professor	
Ms. Maria Rose K J (EEE)	Asst. Professor	

Agenda: Functioning of the Publication Committee

Decisions taken during the meeting:

Points of Review/ Programs planned	Decisions taken	Responsibility	Target date
Student members to the committee	The student members to this committee will be added once the college council election is over and the members are allotted	Dr. Ambili Mechoor	October 2023
College Hand book	The college hand book is to be updated and published at the beginning of every academic year. It will be revised and published at the beginning of the next academic year	Dr. Ambili Mechoor	March 2024
College Magazine	The college magazine is usually released during the College day. The college magazine of the year 2023-24 will be also done in a similar manner. Ms. Uma (CS dept) will be fully in charge of the same and will coordinate the activities with the students' council as well as various class representatives for the timely release of the same. Assistance can be taken from the in charges of the earlier years. Assistance can be taken from the members of the committee as well	Ms. Uma E S	March 2024 (College Day)
News letter	College Newsletters are released twice in a year at the end of the odd and even semesters respectively. This will be the full responsibility of Ms. Binnet Rose (EC dept). This will be carried out with the inputs from the respective incharges of various departments present in this committee.	Ms Binnet Rose	January 2024 & May 2024

Date: 11-09-2023

Prepared by

Ms. Ms. Haritha C R

Haritha
(Member)

Approved by

Ambili Mechoor
Dr. Ambili Mechoor

(Coordinator)

C.C. To:

- 1. IQAC, SCET**
- 2. Principal, SCET**