



EDUCATION IS DEDICATION

SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

Kodakara, P.B.No.17, Thrissur (Dt), Kerala State, India - 680684

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Duties and Responsibilities of the Publication Committee

1. Publication Oversight and Maintenance:

- Organize and maintain a current repository of the college's Handbook, Magazine, and Newsletter.
- Ensure that the content within these publications remains accurate, relevant, and aligned with the college's core values.

2. Procedure and Compliance Framework:

- Document and uphold a procedural framework guiding committee operations, MoM, responsibilities, and roles.
- Ensure that all committee activities adhere to institutional guidelines and established industry standards.

3. Content Curation and Review:

- Identify captivating and pertinent topics for inclusion in publications, ensuring they resonate with the college community's interests and values.
- Scrutinize content contributions from various sources, verifying their alignment with the publication's thematic focus, objectives, and quality standards.

4. Content Editing and Quality Assurance:

- Thoroughly edit, proofread, and fact-check content to ensure precision, coherence, and adherence to established style guidelines.
- Elevate the overall quality of published material, upholding professionalism and excellence.

5. Timely Release:

- Facilitate the timely creation and distribution of the college magazine, newsletter and college handbook.

6. Newsletter Compilation and Dissemination:

- Collaborate with departments to collect and organize news and events for the college newsletter.
- Supervise the printing and distribution of the newsletter, facilitating effective communication of noteworthy updates within the college community.

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7. Preparation of College Handbook:

- Curate and maintain the college handbook, a comprehensive guide to college policies, procedures, and resources.
- Ensure that the handbook remains current, accurate, and easily accessible to all members of the college community.




Principal
Sahrdaya College of Engineering
and Technology
P.B No.17,Kodakara. 680 684.