

IITM/SP/PC/23

PUBLICATION COMMITTEE POLICY

The committee publishes **Newsletter** at the end of every semester, **Magazine** and the **Annual Report** at the end of every academic year. The committee enhances article writing skills of students by providing them opportunity to write for annual magazine. Furthermore, the committee also collaborates with faculty members to integrate writing and research assignments into the curriculum, encouraging students to contribute their best work to newsletter and magazine.' By promoting interdisciplinary research and creative expression, the committee ensures a diverse range of high-quality content.

By maintaining an active presence on social media and the institution's website, the committee promotes its publications and encourages a broader audience to engage with the students' work. This digital outreach helps to build a vibrant community of readers and contributors, extending the impact of the committee's efforts beyond the campus.

Through these initiatives, the publication committee not only enhances students' writing skills but also fosters a culture of intellectual curiosity, creativity, and professional development within the institution

Objectives:

- To acquire reliable, authentic, and accurate data and disseminate the information responsibly.
- The objective of the newsletter is to showcase curricular and extracurricular events, achievements, results, and the placements of students after completing their courses.
- The objective of the students' magazine of IITM is to develop research culture and writing skills in both undergraduate and postgraduate students.



- The annual report summarizes the entire college year, providing stakeholders with a comprehensive and accurate picture of the Institute's performance, strategy, and governance.

Constitution of Committee:

The Director, in consultation with other faculty members, appoints the coordinator and members of the committee. The student representatives are appointed through an elected process and based on the recommendations of class mentors. Voluntary participation is encouraged.

Sr. No.	Designation	Members per publication
1	Faculty	Coordinator
2	Faculty	Members
3	Faculty	Members
4	Faculty	Members
5	Student Representative	Members
6	Student Representative	Members

Responsibility of Committee:

- **Coordinator:** To ensure successful and timely publication of various publications & oversee Committee's work.
- **Members- Faculty:** To assist the coordinator in overseeing the committee and facilitating the committee's work.
- **Student Representative(s):** To assist in effectively carrying out the functions and supporting the coordinator and members.

Functional Responsibilities:

- 1) Collecting soft copies of event reports and maintaining the records.
- 2) Collecting soft copies of top students' work from the institute's mentors.
- 3) Enhancing students' article writing and poetry skills by providing opportunities to write for the annual magazine.
- 4) Including research articles, assignments, poems, quotes, etc., in the publication.



- 5) Providing credit to all contributors.
- 6) Undergoing fair and honest peer review and proofreading.
- 7) Ensuring the successful and timely publication of all departmental newsletters at the end of each semester (July-December issue) in January and (January-June issue) in July.
- 8) Ensuring the successful and timely publication of the magazine at the end of each academic year in June-July.
- 9) Ensuring the successful and timely publication of the Annual Report at the end of each academic year in June-July.
- 10) Ensuring that all students receive a copy of the newsletter and the magazine.
- 11) Establishing and approving the budget.
- 12) Maintaining records showing the expenditures on the publication of the newsletter and the magazine.

**Disclaimer: The content of this policy are intended for publication committee of IITM
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