



Policy for Publications

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1. Importance

An educational institution is an epitome of ethical conduct for the society. It is the principal responsibility of colleges to be honest and transparent with its stakeholders about all the proceedings and activities of the organisation. For this purpose, the College Publications Committee is created in the institution. The primary task of the College Publications Committee is to contribute in building goodwill for the institution by ensuring the timely publication of the college magazine and prospectus. College publishes the college magazine and prospectus every year. While the magazine extensively reports all the yearly activities of the college, the prospectus is published to give complete, reliable information about the institution to all those who desire to seek admission in the college. The committee also encourages and provides the students with a platform to display their literary skills and thus contributes in the important task of the all-round development of students which is the responsibility of an educational institution. Hence, the publications committee fulfils the important responsibility of the institution to enhance students' spectrum of experiences and also to be socially inclusive and regularly report its activities to the society.

2. Purpose and objectives

1. To encourage literary skills among students and members of staff.
2. To provide a noteworthy platform for the literary skills of the students and staff.
3. To publish the college magazine 'Vision' in time so that it can be given to students at the beginning of the academic year as a souvenir.
4. To publish prospectus of the college in time so that it can be used by students trying to seek admission in the college.
5. To publicize the various upcoming activities of the college in print, audio-video and social media as and when required.
6. To publish the notable and significant events of the institution in media.

3. Scope of the policy

1. Documentation of various programmes/activities of the college in the magazine.
2. Development of a database for reference of yearly activities and changes occurring in the college, required for internal assessment and accreditation process.
3. Record of the yearly qualifications and achievements by the students, faculty and staff.
4. Record of the staff and faculty members associated with the college in a particular year and their contribution to the college.
5. Generate goodwill for the college by providing reliable data and information of the college and its activities to the students and the society.
6. A mechanism to keep the students and staff well informed and updated about the various departmental and committee activities in the institution.
7. A system to inform staff and students about the achievements, development and activities of the institution.
8. Create an effective internal communication among all staff members and to be informed about departmental works across the institution.
9. A platform to encourage self-expression and literary skills of the students and members of the staff.

4. Rules, guidelines and regulations relevant to this policy

Since publications pertain to internal working of the institution, there is no statute or rule governing it. The College Publications Committee along with the Principal decide the rules and regulations for publications. The college is required to publish a yearly college magazine which contains all major data pertaining to college activities and academic performance of the college for the year.

5. Key aspects of policy

1. Publication of a yearly college magazine with various aspects of college at the end of every academic year
2. Constitution of College Publications Committee in the beginning of academic year and conduct of regular meetings to plan and execute various activities.
3. Issuing of notices to students and staff members, whenever needed, to seek their departmental and committee data for the current academic year as well as their literary and artistic work
4. Collection of creative works and informative writeups from the students and staff personally and through social media.
5. Devising a scrutiny and proofreading process after the collection of printing material from students and staff.
6. Approaching and selecting firm/ press for college publications.
7. Assuring honest and transparent publication of activities, events and information of the college on an annual basis.

6. Committees for policy implementation

Constitution of College Publications Committee is done by the Principal. The Head of institution selects the Chairperson of the committee and the members.

The rules of conduct and the composition of College Publications Committee is as follows:

1. Chairperson: The faculty member selected by the Principal.
2. Three to eight teachers are designated as members to represent all programs.
3. The members are selected for the committee for the period of two academic years.
4. The committee should meet at least once in every quarter and also as and when required.
5. The quorum for the meetings shall be two-third of the total number of members.

6. The agenda, minutes and resolutions are to be documented with official signatures.
7. Meeting would be responsible for preparing the budget and ensuring that the expenditure is within the same.

7. Impact of the policy on processes

This policy is relating to F5 – Publication of prospectus and souvenir. The committee itself makes a detailed Standard Operating Procedure for its functioning.

The publication policy ensures a transparent and open reporting of relevant data from all departments and committees of the institution and thus these policies have a direct impact on almost every process of various sections of the institution. The publication policies are intricately linked with all Departmental and cultural activities of the college, and the academic as well as non-academic performance of the students as all such activities are reported and made available to all the stakeholders, inside as well as outside the institution through the publication process.

