

NEWSLETTER COMMITTEE

Introduction:

Ripples, our annual newsletter, aims to inform, inspire, entertain and create awareness on the activities performed in the institute, achievements and accolades attained by the institute.

Objectives:

- ❖ To provide information about various academic, co-curricular and other college activities to our stake holders.
- ❖ To facilitate external members about the activities performed in the institute.

Procedure:

- ❖ Collection of report of all the activities relating to academic, co-curricular and extra-curricular activities.
- ❖ Consolidation of all the report
- ❖ Preparation of rough draft of the newsletter
- ❖ Proof reading the draft and editing the printed newsletter
- ❖ Publishing the newsletter once in a year.

Responsibilities:

- ❖ To collect academic co-curricular and other college activities report for the Institutes newsletter
- ❖ To do proof reading and editing of printed newsletter
- ❖ To publish the newsletter on time

Frequency of Meetings:

Twice in a semester

Committee Membership Detailr

Chair Person	Director
Editor	Assistant Professor
Member	Student Representative

Newsletter Committee Members:

Name	Designation	Committee Role
Dr.D.Nisar Ahmed	Director	Chairperson
Ms.D.Charmathi	Assistant Professor	Editor
Ms.Afsheen Arifa Khadhija	Student	Member
Ms.Ashifanisha	Student	Member