



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET/Publication Committee /2019-20/SOP

Date: 17-08-2019

## PUBLICATION COMMITTEE STANDARD OPERATING PROCEDURE AY (2019-20)

- Forming the Magazine Committee under the leadership of Principal with members and the convener.
- Information should be gathered from all the departments regarding all the activities happened within the department.
- Gathering Information from the Placement cell to find out the number of placements, highest package grabbed students.
- Gathering information about the students who placed in multiple companies and ask them to write small articles about the current scenario in corporate world.
- Encourage students to write articles on Trending Technologies.
- Gather the information about college rankings in NAAC as well as about the Achievements of the college in different categories.
- Collect the student achievements who qualified in GATE, GRE, TOEFL and other competitive exams.
- Gather the information about the events happened in the THUB regarding various activities.
- Gathered information should be scrutinized by the respected department individually before approval to ensure quality of the Magazine.
- A budget proposal should be made for the publishing cost of the magazine and submitted to the Authority for final printing.

*K.V. Prasad*  
Coordinator

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