

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

(UGC-Autonomous)

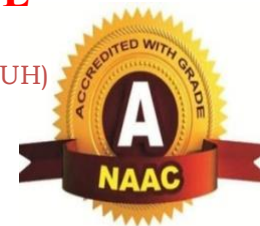
(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTUH)

Accredited by NAAC- 'A' Grade. Accredited by NBA



Medbowli, Meerpet, Balapur(M), Hyderabad, Telangana- 500097

Mob: 8498085218. Email: info@tkrec.ac.in, www.tkrec.ac.in



NEWSLETTER COMMITTEE

The Newsletter Committee shall publish the college newsletter as a half-yearly publication concerned with providing regular means of information and communication among staff and students of the institute. The purpose of the newsletter is to disseminate in a convenient form. News about the activities of development of the college, Achievements of the staff and students , events organized and attended, competitions participated and won , current technological developments, and above all to provide a platform for the faculty and students to dig out and expose their hidden literary talents and creativity with the sole aim of encouraging diversity in authors, points of view, articles-technical, philosophical in nature, poems, short stories with moral messages and any other materials of academic importance. The Newsletter Committee will consist of the following members:

S.No.	Name of the Staff	Designation	Position
1.	Dr.KVenkataMurali	Principal	Chairman
2.	Mrs. G.Padmavathi	Asst. Prof in H&S	Member Secretary
3.	Mrs. S. Nagalaxmi	Asst. Prof in CE	Member
4.	Ms. K R SreeJyothi	Asst. Prof in EEE	Member
5.	Mrs. S. Prathyusha	Asst. Prof in ECE	Member
6.	Mrs. P. Swetha	Asst. Prof in CSE	Member
7.	Mrs. G. Raj Kumar	Asst. Prof in IT	Member
8.	Mrs. Annapurna	Asst. Prof in MBA	Member
9.	Mr. Manodip	Asst. Prof in H&S	Member
10.	Mrs. J. Sangeeta	Asst. Prof in AIML	Member

Functions and Responsibilities of the Planning and Evaluation Committee

- ❖ Shall define the editorial policies and goals of a newsletter and establish procedure for the systematic and timely review of material submitted for publication.
- ❖ Shall solicit volunteers from among the members representing various departments to call for articles from faculty and students and also to collect them before the specified deadlines and also to write or prepare columns on topics determined by the board.
- ❖ Shall involve in the screening process to review the submissions by faculty and students and to select only those submissions containing valuable information

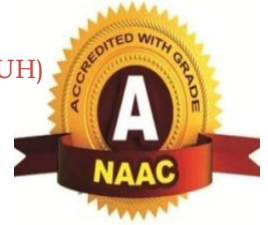
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appropriate for publishing. Selected articles shall be submitted to the Editorial Board Chairman for approval.

- ❖ Edit and proofread selected submissions by faculty and students and send them to the Editorial Board Chairman to obtain final approval for publication.
- ❖ Shall oversee the newsletter publishing operations-articles collection, review, selection, editing, proofreading, layouts, printing / production and distribution of each issue of the newsletter.
- ❖ The decision of the Editorial Board's Chairman regarding publishing of articles in the newsletter is final
- ❖ Shall publish it on a website and distribute it to all the stakeholders.