



NARASARAOPETA ENGINEERING COLLEGE

(AUTONOMOUS)

NEWSLETTER COMMITTEE MEMBERS

S.No.	Name of the Staff Member	Designation	Dept.	Designation in the Committee
1	Dr. M. Sreenivasa Kumar	Principal	ME	Chairman
2	Dr. M. Venkata Reddy	Assoc. Professor	CSE	Convener
3	Dr. S. N. Tirumala Rao	Professor & HOD	CSE	Member
4	Dr. V. Venkata Rao	Professor & HOD	ECE	Member
5	Dr. P. Lakshmanan	Professor & HOD	EEE	Member
6	Dr. B. Venkata Siva	Professor & HOD	ME	Member
7	Dr. P. Naga Sowjanya	Assoc. Professor & HOD	CE	Member
8	Dr. K. Ponnari Lakshmi	Professor & HOD	BS&H	Member
9	Dr. G. Syam Prasad	Professor & HOD	IT	Member
10	Mrs. M. Mamatha	Assoc. Professor & HOD	MCA	Member
11	Dr. S. Venkata Ramana	Professor & HOD	MBA	Member

NEWSLETTER DEPARTMENT COORDINATORS

S.No.	Name of the Staff Member	Designation	Dept.	Designation in the Committee
1	A. Thanuja,	Assistant Professor	CSE	Coordinator
2	B. Srinivasa Rao	Assistant Professor	ECE	Coordinator
3	B. Praveen Kumar	Assistant Professor	EEE	Coordinator
4	T. Ashok Kumar	Assistant Professor	ME	Coordinator
5	Dr. G. BabuRao	Assoc. Professor	CE	Coordinator
6	G.R.K Murthy	Assistant Professor	BS&H	Coordinator
7	M. Rama Krishna Reddy	Assistant Professor	IT	Coordinator
8	G. Samba Siva Rao	Assistant Professor	MCA	Coordinator
9	Y. Suresh	Assistant Professor	MBA	Coordinator
10	Dr. Ananda Oliveti	Assoc. Professor	TPC	Coordinator

ROLES & RESPONSIBILITIES OF THE COMMITTEE

1. Shall define the editorial policies and goals of a newsletter and establish procedure for the systematic and timely review of material submitted for publication.
2. Shall design a newsletter/ Magazine template. All issues include a message from the dignitaries, from the chief editor.
3. 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.
4. Shall involve in the screening process to review the submissions by faculty and students and to select only those submissions containing valuable information appropriate for publishing. Selected articles shall be submitted to the Editorial Board Chairman for approval.
5. Shall produce two newsletters bi-annually in the month of June, and December.
6. Shall conduct meeting with all the Members and the Department coordinators.
7. Shall edit and proofread selected submissions by faculty and students and send them to the Editorial Board Chairman to obtain final approval for publication.
8. Shall establish publication time table and follow the deadlines strictly.
9. Shall oversee the newsletter publishing operations-articles collection, review, selection, editing, proof reading, layouts, printing / production and distribution of each issue of the newsletter.
10. Shall publish it to website and distribute to all the stakeholders.
11. Decision of the Editorial Board's Chairman regarding publishing of articles in the newsletter is final.