



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. Sk Ebraheem Khaleelulla | Asst. Professor | ECE | 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 B Jhansi Vazram | Professor & HOD | IT | Member |
| 9 | Dr. K. Ponnari Lakshmi | Professor & HOD | BS&H | Member |
| 10 | Dr. K Nageswara Rao | Assoc. Professor & HOD | MCA | Member |
| 11 | Dr. P. Pattabhi Ram | Assoc. Professor & HOD | MBA | Member |

NEWSLETTER DEPARTMENT COORDINATORS

| S.No. | Name of the Staff Member | Designation | Dept. | Designation in the Committee |
|--------------|---------------------------------|---------------------|--------------|-------------------------------------|
| 1 | Sk CH Mahaboob Subhani | Assistant Professor | CSE | Coordinator |
| 2 | Dr. Sk Ebraheem Khaleelulla | Assistant Professor | ECE | Coordinator |
| 3 | P Bramaramba Vathi | Assistant Professor | EEE | Coordinator |
| 4 | T Ashok Kumar | Assistant Professor | ME | Coordinator |
| 5 | M.N.S Samba Siva Rao | Assoc. Professor | CE | Coordinator |
| 6 | M Rama Krishna | Assistant Professor | IT | Coordinator |
| 7 | G.R.K Murthy | Assistant Professor | BS&H | Coordinator |
| 8 | Ch Sravan Kumar | 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.