



NARASARAOPETA ENGINEERING COLLEGE

(AUTONOMOUS)

NEWSLETTER COMMITTEE MEMBERS

S.No.	Name of the Staff Member	Designation	Dept.	Designation in the Committee
1	Dr. S. Venkateswarlu	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. SK. MD.Shareef	Professor& HOD	EEE	Member
6	Dr. V. V. A. S. Lakshmi	Professor& HOD	AI&ML,CS,DS	Member
7	Dr. B. Venkata Siva	Professor& HOD	ME	Member
8	Dr. P. Naga Sowjanya	Assoc. Professor &HOD	CE	Member
9	Dr. B. Jhansi Vazram	Professor & HOD	IT	Member
10	Dr. K. Ponnari Lakshmi	Professor & HOD	BS&H	Member
11	Dr K.LakshmiNadh	Assoc. Professor &HOD	MCA	Member
12	Dr. Y Anki Reddy	Assoc. Professor & HOD	MBA	Member

NEWSLETTER DEPARTMENT COORDINATORS

S.No.	Name of the Staff Member	Designation	Dept.	Designation in the Committee
1	M Sathyam Reddy	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	T V Manohar	Assistant Professor	IT	Coordinator
7	P Mallika	Assistant Professor	AI&ML,CS, DS	Coordinator
8	G.R.K Murthy	Assistant Professor	BS&H	Coordinator
9	G Sai Krishna	Assistant Professor	MCA	Coordinator
10	A Swathi	Assistant Professor	MBA	Coordinator
11	Sk Md Shareef	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.