

HITECH-IMS Newsletter Committee		SOP #	01
		Implementation Date #	
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SOP Owner	Incharge	Approval by	

Standard Operating Procedure

1. Purpose

The Newsletter Committee is a standing committee having aim of covering the activities at HITECH-IMS Medical & Dental College, and event organizing societies. The principal (Medical & Dental College) establishes standing newsletter committee. The principal appoints an In-charge that reports regularly to the principals. The Committee reports to the Incharge on all events and activities of the institute.

2. Scope

Four numbers of the Newsletter are issued per year and shall focus on news from HITECH-IMS. The Newsletter is issued in magazine paper format. We can create a web magazine version based on a PDF document which will be easy to use in any tablet, smart phone, or laptop in future. To maintain a high quality and unified look of the Newsletter, suggestions are welcomed, and changes will be made accordingly

3. Focus Audience

HITECH-IMS Newsletter will be delivered to campus as well as to PMC/HEC/NUMS/Libraries.

4. Responsibilities

Principal of Medical and Dental college

1. Review/ finalize the drafts of newsletter assembled by the committee members.
2. Ensure that newsletters are published each quarter, on or about January 05, April 05, July 05, and October 05th.

Incharge of Newsletter Committee is responsible for:

1. Systematical communication with newsletter members to obtain interesting articles focused on news, workshops, meetings, conferences, celebrations, students /faculty events, & achievements.
2. Preparation of Newsletter content, collection of the material, assist in editing, composing and publication
3. Approval of all publishing stuff by Principal (Medical & Dental), and present future prospective at every suitable forum.

4. Elaboration of Call for Committee meeting with specification of time, place of meeting and draft of agenda and distributing it to all committee members.

Event organizing committee/ Department is responsible for:

1. To provide event/ seminars/workshops/meetings details to relevant college newsletter committee member.

Committee members are responsible for:

1. Participation and contribution to the work of Newsletter committee and Newsletter preparation according to decisions, instructions, and requirements of the Incharge of Committee.
2. Timely collect activities from all departments. Compose the written and Images material for smooth publishing.
3. Elaboration of minutes from Committee meeting.

Technical member is responsible for:

1. Designing the outlook of the Newsletter professionally.
2. Assist the newsletter committee to provide Images and technical help where and as required.

5. Procedure

1. All concerned department will provide events written details within a week after the event.
2. The written statement provided should be 100-150 words in type form (Preferably) or even in written form with 2-3 good quality Photographs.
3. All events should reach earliest March 20th, June 20th, September 20th, and December 20th.
4. A rough draft is prepared by Incharge & committee members.
5. The principal approves the conditions for the publication of the newsletter for the month (March, June, September, December). The terms of the Newsletter editions approved by Principal are obligatory for the Incharge & members of the Newsletter Committee.