



Bhoj Reddy Engineering College for Women

(Sponsored by Sangam Laxmibai Vidyapeet, Approved by AICTE and Affiliated to JNTUH)
Accredited by NAAC with A Grade, Recognized under section 2(f) of the UGC act, 1956
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Dr G Shyama Chandra Prasad
Principal

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22nd July 2025

Magazine Committee / Department Newsletter Academic Year – 2025-26

S No	Members of the Committee	Department	Designation
1	Dr S Narjis Fatima Associate Professor	English	Coordinator and Chief Editor
2	Dr P Sumalatha Associate Professor	CSE	Member
3	Ms K Madhuravani Assistant Professor	IT	Member
4	Ms K Srinidhi Assistant Professor	ECE	Member
5	Ms J Ashwini Kumari Assistant Professor	EEE	Member
6	Ms Syeda Fatima Assistant Professor	CSM	Member
7	Ms G Pravalika, Asistant Professor	English	Editor

The Coordinator is responsible for delivering a high-quality magazine by the last week of April, and all the other editorial and committee members are expected to coordinate and support in order to complete this task on time.

Functions of the Committee:

- To select suitable articles for the college magazine.
- To collect reports on academic and co-curricular activities.
- To proofread and edit the magazine before printing.
- To collect photographs of staff and students from all events.
- To ensure that the magazine is printed by the third week of April and distributed to students and staff by the last week of April.

The magazine should promote strong educational value and encourage creativity, effective writing, and skill development. Students and staff may serve as sectional editors, and a team shall collect information regularly from all departments. Students shall submit their articles, poems, short stories, artwork, and reports on achievements and college activities to the editorial board, which will make necessary revisions. The committee should also introduce creative ideas to make the magazine unique, engaging, and a source of pride for students.

Schedule to meet: **First Friday** of every month at 15:45 hrs onwards, Principal's Office and irrespective of schedule time, they can meet any time based on importance and timelines.

- 1) Agenda is to be prepared ahead of the meeting and sent to Principal and all members.
- 2) Attendance to be obtained in the Committee Register.
- 3) Minutes of the Meeting to be noted and circulated to all members, HODs, HOFs and Principal.
- 4) Filing: Minutes copy to be pasted/filed in the committee register.
- 5) At the end of semester, report should be submitted to Principal.


PRINCIPAL
Principal Bhoj Reddy Engineering College for Women
Vinaynagar, Santoshnagar Cross Roads,
Hyderabad-500 059, Telangana

Copy to: Vice Principal/All HODs, HOFs, Head-A&E Section and concerned members for information and circulation.

