

**MAEER's**

**MIT** | Arts, Commerce  
& Science College

(Affiliated to Savitribai Phule Pune University)



**Policy & Procedure**

**Magazine Committee**

(To be implemented from (2014-15))

**MAEER's MIT Arts, Commerce & Science College, Alandi(D), Pune**

**1. FUNCTIONAL COMMITTEE: Magazine**

**2. MEMBERS OF MAGAZINE COMMITTEE:**

Sl.No	Name	Designation	Role in the Committee
1	Dr. B. B. Waphare	Principal	Chairman
2	Mrs. Anupama Alagannawar	Asst. Prof., Computer Science	Chief Editor
3	Mr. Amit Tale	Asst. Prof., Computer Application	Member
4	Mrs. Vidya Singh	Lecturer, Computer Science	Member
5	Mrs. Archana Aher	Lecturer, Arts & Commerce	Member
6	Mrs. Aakanksha Landge	Asst. Prof., Business Administration	Member
7	Mrs. Mayuri Bapat	Asst. Prof., Computer Science	Member
8	Dr. Padmavati Undale	Asst. Prof., Arts & Commerce	Member
9	Ms. Vaishnavi Shinde	Student (TY BSc.(CS)- F)	Member
10	Mr. Gajanan Sapkal	Student (TY B. Sc. (CS)-F)	Member
11	Mr. Ashutosh Kumar	Student (SY BCA)	Member
12	Ms. Surekha Waglekar	Student (SY BCOM)	Member



### **3. POLICY/MECHANISM OF COMMITTEE:**

The college magazine “MIT KALPAVRIKSHA” is published annually.

It is notified that the proper preparation of the college magazine should begin with the first day of the academic year. MIT KALPAVRIKSHA, a student’s magazine, keeps record of all the achievements throughout the year.

The faculty and student representatives constitute the Magazine Committee. The committee meets periodically to discuss and select the articles for publication. Where necessary, it will also commission articles from faculties and others.

Various workshops on writing skills, readers club slogan, poster etc. can be utilized to make the magazine more effective and impressive. For this purpose the magazine editorial board and student representatives are framed.

To make the cover page attractive, we engage competition under which students actively participate and The best cover page design is selected for the cover page of the magazine.

We invite the students to submit the articles in the form of:

1. Creative writings
2. Poems
3. Drawings/Sketches
4. Photography

The articles can be in English, Hindi and Marathi language.

All the articles are scrutinized by the respective members of the committee. Only the selected articles will be published in the magazine.

### **4. OBJECTIVES OF THE COMMITTEE**

1. Provide a platform for the students to express themselves through various forms of writing like literary/creative writing, Poems, drawings/sketches, comments on current topics.
2. Encourage freedom of expression.
3. Provide a medium for exchange of thoughts and information.



4. To make students aware of the internal and external atmosphere of the college.
5. To make stakeholders and students understand the overall infrastructure, administration, curricular, co-curricular and future perspective of the college.
6. To promote a solid platform to students Creativity.
7. To include the vision and mission of the college so that students can get to know about the college in a thorough manner.

## 5. ROLES AND RESPONSIBILITIES OF THE MEMBERS

1. Collection of articles from the students.
2. Scrutiny and selection of articles.
3. Deciding the theme for the magazine.
4. Overseeing the layout, appearance and content of feature articles.
5. Overseeing artwork, design and photography for the features section of the magazine.
6. Collection of departmental reports, photographs of toppers, outstanding achievers etc.
7. Proofreading of all pages before giving for printing.
8. Networking and assisting other staff to meet their deadlines.



**Chief Editor**  
**Mrs. Anupama Alagannawar**



**Chairman**  
**Dr. B.B. Waphare**

