



ZEAL
INSTITUTES

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NARHE | PUNE | INDIA



JUNIOR COLLEGE | ITI | POLYTECHNIC | ENGINEERING | MBA | MCA | Ph.D

POLICY DOCUMENT

NEWSLETTER AND MAGAZINE COMMITTEE POLICY

Zeal Education Society's

ZEAL POLYTECHNIC, PUNE

An ISO 21001:2018 Certified Institute.

Approved by AICTE, New Delhi, Recognized by DTE, Mumbai (Govt. of Maharashtra),

Affiliated to MSBTE Mumbai, MSBTE Code: 0988, DTE Code : D-6435



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ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



POLICY DOCUMENT

NEWSLETTER AND MAGAZINE COMMITTEE

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Record No. :	Revision:	Date:
<p>This is to state that the following expert team has formed, reviewed and recommended the Newsletter and Magazine Committee Policy for Zeal Polytechnic, Narhe, Pune.</p> <p>The Policy is published and implemented after approval from Institute Level Curriculum Implementation Unit (ICIU).</p>		
Member 1	Member 2	Chairman

Institute Vision:

To become a premier institute in technical education by imparting vibrant knowledge and skill based quality education with ethical values to cater the industrial and societal needs.

Institute Mission:

M1: To provide comprehensive technical education through academic excellence.

M2: To give industrial exposure to the students by industry- institute interaction.

M3: To inculcate Technical competence, spirit of inquiry, teamwork and entrepreneurship.

M4: To enhance ethical, societal, industrial concerns and lifelong learning skills.



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NEWSLETTER AND MAGAZINE COMMITTEE

1. Introduction:

The Newsletter and Magazine Committee at Zeal Polytechnic is responsible for curating, designing, and publishing the institute's newsletter and magazine. This policy outlines the objectives, structure, roles, responsibilities, and operational guidelines of the committee to ensure efficient and effective communication within the institute.

2. Objectives:

- To provide a platform for students and faculty to share knowledge, achievements, and creative works.
- To document and showcase academic, extracurricular, and research activities of the institute.
- To enhance communication between students, faculty, alumni, and stakeholders.
- To encourage literary and artistic creativity among students.

3. Committee Structure:

The committee shall comprise the following members:

- **Chairperson:** Principal of Zeal Polytechnic.
- **Faculty Coordinator:** A senior faculty member appointed by the principal.
- **Editorial Team:** Faculty members from different departments.
- **Student Representatives:** Selected students from each department.
- **Design and Technical Team:** Responsible for layout, graphics, and digital publication.
- **Event and Content Contributors:** Faculty and students who contribute articles, reports, and creative content.

4. Responsibilities:

- **Chairperson:** Provides overall guidance and approves final publications.
- **Faculty Coordinator:** Oversees the content curation process and coordinates between faculty and students.
- **Editorial Team:** Reviews and edits submitted content for language, accuracy, and relevance.
- **Student Representatives:** Collect content from students, promote participation, and assist in designing.
- **Design and Technical Team:** Formats and designs the publication in print and digital formats.
- **Event and Content Contributors:** Provide event reports, technical articles, interviews, and creative works.



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5. Content Guidelines:

- All submissions must be original and adhere to ethical publishing standards.
- Content should be relevant to academics, student achievements, innovations, and institute activities.
- Submissions must be free of plagiarism and properly credited if references are used.
- The editorial team has the authority to modify, reject, or request revisions for submitted content.

6. Publication Frequency:

- **Newsletter:** Published per semester to highlight recent events, announcements, and activities.
- **Magazine:** Published annually, featuring in-depth articles, student achievements, research highlights, and creative expressions.

7. Submission and Review Process:

- The editorial team will announce submission deadlines for each issue.
- Faculty and students can submit content to coordinator.
- The review panel will scrutinize content for quality and relevance.
- Approved content will be formatted and proofread before final approval by the chairperson.

8. Distribution and Promotion:

- Digital versions will be shared on the official website and social media platforms.
- Print copies of the magazine will be distributed to students, faculty, and stakeholders.
- Highlights from each edition will be presented during institute events.

9. Compliance and Amendments:

- The policy shall be reviewed periodically to incorporate necessary improvements.
- Any amendments shall be approved by the Principal and Academic Committee.
- Members must adhere to ethical journalism and institute guidelines while handling content.

10. Conclusion:

The Newsletter and Magazine Committee plays a crucial role in fostering a vibrant academic and cultural environment at Zeal Polytechnic. The active participation of faculty and students will ensure the successful documentation and dissemination of institutional activities, achievements, and insights.