



AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY (Autonomous)

Tamaram, Makavarapalem, Narsipatnam(R D), Anakapalli Dist-531113

NEWS LETTER COMMITTEE

Roles and Responsibilities of the committee:

Coordinator Role:

1. To manage the committee necessities of the organisation.
2. To prepare Articles on the main activities of the college.
3. To get help from the members and students to collect the information.
4. To elicit the information which are relevant to students and faculty.
5. To collect the information from the Departments of the college.
6. To finalize the information with the Principal and give it to the printing press in a book way.

Members Role:

1. They have to attend the meetings.
2. To assist the coordinator in giving the necessary information.
3. To observe the department concerned whether they are giving information or not from time to time.

Students Role:

1. They ought to cooperate with the members and the coordinator in all aspects.
2. They should collect the information and submit the same with the members.
3. They have to attend the meetings and get clarity on the upcoming events.
4. They must give wonderful suggestions for running the committee smoothly.

Responsibilities:

- To collect academic co-curricular and other college activities report for the Institutes newsletter.
- To do proof reading and editing of printed newsletter.
- To publish the newsletter on time.

Frequency of meeting: Once in a semester