

MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

Publication Policy Statement

The Publication Wing is intended to produce publications to define the Vision and Mission of the Institution in its attempt to scale the heights of excellence for the effective, meaningful dissemination of knowledge, information about the Institution and promotion of creativity for the benefit of its stakeholders.

Responsibility for Managing the Publishing Process

Article I

- I.1. The College Council approves the publishing policies
- I.2. The Principal implements the policy decisions

Article II Publication Committee

- II.1. The Publication Committee will execute the decisions of the College Council.
- II.2. The Editorial Boards of various publications will implement the decisions of the College Council
- II.3. The Publication Committee will comprise the following members
 - a. Bursar Chairman
 - b. Principal President
 - c. Vice Principal Member
 - d. Dean (Adm.) Member
 - e. Dean (Academics) Member
 - f. Dean (R&D) Member
 - g. Professor of English Convener
 - h. Office Superintendent

II.4 Duties of the Publication Committee

The duties of the Publication Committee are:

To formulate publishing policies and submit it to the authorities

To ensure that the institutional standards governing the production of publication are adhered to.

To make sure that the publication do not contain anything contrary to the policies, Vision and Mission of the Institution.

To ensure that the contents in no way hurts the Nationalistic feelings, religious sentiments or reflects gender discrimination.

Article III Newsletter

- III.1. The Newsletter should be published twice a year, ie, in March and September every year.
- III.2. Editorial Board, Newsletter
 - 1. The Bursar shall be the Managing Editor
 - 2. The Principal shall be the Editorial Chief
 - 3. The Professor of English shall be the Editor
 - 4. There shall be one representative each from the various department who will collect the details to be published and send it to the Editor.

Article IV College Magazine

- IV.1. The College Magazine will be published annually. It should reflect the culture, history and creativity of the year completed. It should serve as a reference source for the entire activities of the previous year.
- IV.2. The following should be the composition of the Editorial Board.
 - 1. Bursar
 - 2. Principal
 - 3. Vice Principal
 - 4. Dean (Administration)
 - 5. Dean (Academics)
 - 6. Professor of English
 - 7. Media Secretary, College Senate
 - 8. Student Editor

Article V MBCET Journal of Research

- V.1. The objective is to promote Research Culture and aptitude among Students and Teachers.
- V.2. The Journal should be published annually.
- V.3. There should be an Editorial Board Headed by the Dean (R&D).

Article VI Department Newsletter

Department Newsletters and other Publications can be published only after getting the approval of the Publication Committee.

Article VII Manuscript Magazines

Student Manuscript Magazines can be publishes only under the supervision of the Staff Advisor concerned and the respective Head of the Department. They should ensure that the content is thoroughly scrutinized.