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GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION
GOVERNMENT POLYTECHNIC :: RAJAMPETA
Near Akepadu X Road, Kadapa - Tirupati Hwy, Rajampeta, Andhra Pradesh- 516126



MINUTES OF THE MEDIA CELL MEETING

Venue: Principal's Chamber

Date: 22.09.2023

Time: 11:00 AM onwards

Agenda:

1. Review of event coverage and media outreach during 2022-23.
2. Planning media coverage for upcoming seminars, workshops, and recruitment drives.
3. Enhancing visibility through regional media and college website.
4. Strategies for handling press queries and protocol.

Minutes of the Meeting:

- A total of 8 events were documented and publicized through local print media.
- Career Week and Skill Hub activities received favorable press coverage.
- Need identified for coordination with web team to upload press clippings.
- Guidelines were framed for authorized media communication by the cell.

Resolutions:

1. Maintain event documentation folder (press releases, clippings, photos).
2. Ensure one feature per quarter on institutional achievements.
3. Prepare press kits for major functions like Independence Day, Republic Day, Annual Day.

Signatures:

Name	Designation	Role	Signature
Dr. Y. Sudhakar	Principal	Chairman	
Sri Ch. Sudhams	Lecturer/English	Convener	
Sri Shaik Aejaz Ahamed	Lecturer/Mech	Member	