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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: 30.09.2022 (Friday)

Time: 11:00 AM onwards

Agenda:

1. Formal constitution of the Public Relation, Press & Media Cell.
2. Guidelines for coverage and documentation of college events.
3. Identifying local media contacts for educational coverage.
4. Planning digital presence through newsletters and social media.

Minutes of the Meeting:

- The cell was officially constituted with defined roles.
- Members proposed a format for event reporting and photo documentation.
- A list of local newspapers and journalists was compiled for press release dissemination.
- Agreed to initiate a **monthly digital newsletter** featuring student and staff achievements.

Resolutions:

1. All departments to notify the cell at least 3 days before major events.
2. Press releases to be drafted by the Convener and reviewed by the Principal.
3. First edition of the college newsletter to be released in December 2022.

Signatures:

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