



MAGAZINE COMMITTEE

Purpose : The College Magazine team works to bring out the annual official e-magazine "GLINT"- Illuminating Ideas, of K.J. Somaiya College of Physiotherapy.

Scope : This SOP applies to the constitution of the magazine committee, roles and responsibilities of members of the magazine committee and maintenance of all activities and documents.

Applicable to all committee members, students, faculty and staff.

Procedure :

Selection of student members of Magazine Committee :

Faculty committee members will select the student members under following heads.

1. Student Committee Head: 4 yr student
2. Student Editor : Minimum of three 4th year students.
3. Software team : 3 students
4. Designing Team : 3 students
5. Creative/ Content Team: 3 students

Content Management :

1. Creative/ content team will be responsible to collect the content suitable to the theme of the magazine, including literary, artwork, academic co-curricular other college activities etc.
2. Content collected will be passed to the editors for proofreading, corrections, changes.
3. After approval of content by editors the content will be passed to the creative and designing team.
4. Creative and designing team will be responsible for formatting and designing layout of each section of the magazine.
5. Software team will responsible for developing the e-magazine using appropriate software and compiling the magazine to a format that can be uploaded on google drive.



6. All above steps will be under supervision of the the faulty members/ editors.
7. To publish the magazine on time.

Responsibility :

- Dr. Annamma Varghese (PT)
- Dr Mugdha Oberoi (PT)
- Elected student committee every year

Principal: Dr. Shweta Manwadkar (PT)