BRAHMANANDA KESHAB CHANDRA COLLEGE

111/2, B. T. ROAD, BONHOOGHLY, KOLKATA – 700108

<u>NOTICE</u>

Date: 20.01.2023

All the HoDs, Coordinators, Convenors are hereby requested to please follow the guideline mentioned below and submit data for the Newsletter during the period from July, 2022 to December, 2022 in the required format to the Newsletter email id - bkccnewsletter@gmail.com by 7th February 2023.

Sd/-   **Sd/-**
Dr. Kamakshya Prasad Modak   **Principal**
Dr. Soumalya Mukherjee

Jt. Convenors, Newsletter Committee

<u>GUIDELINE FOR SUBMISSION OF DATA FOR JULY TO DECEMBER 2022 NEWSLETTER</u>

1. All departments/ cells are to collate data and provide **month wise** information regarding events, etc in a **WORD DOCUMENT. (July 2022, August 2022, September 2022, October 2022, November 2022, December 2022)**
2. Please mention the name of the Department/Cell on the top of the word document. The **name of the Department/ Cell** will also be the **file name** of the word document**.**
3. **Please write a couple of lines about the event – nature of the event, guest, etc in the word document. DO NOT JUST SEND PHOTOGRAPHS.**
4. Each event should be followed by **at least 2 Photographs** that are **representative of the event.**
5. **Insert the photographs into the word document just after you have written about the event.**
6. **DO NOT SEND PHOTOGRAPHS SEPARATELY.**
7. The photographs need to be of good resolution.
8. **Please note**
   (i) Events by certain Cells (for example NSS, Cultural, etc) have students from many departments participating. **Please do not send names of these students participating in these events as part of your department activity.** Please do not send data about activities that you have done in **your individual capacity.**
   (ii) Any personal activities/achievements of staff members will not be included in the newsletter.
   (iii) Any kind of activity which is a part of the curriculam will not be included in the newsletter.
9. **IN CASE THERE IS NO DATA TO SUBMIT, PLEASE DROP IN A LINE SAYING SO VIA EMAIL.**
10. <u>**PLEASE SEND THE DATA BY THE DEADLINE – 7th February 2023**</u>
11. **PLEASE MAIL THE WORD DOCUMENT TO bkccnewsletter@gmail.com by 7th February 2023**