

LITTLE FLOWER DEGREE COLLEGE

(Affiliated to Osmania University)

Uppal, Hyderabad

Managed by Brothers of St. Gabriel Educational Society



MAGAZINE POLICY

Preface:

The magazine policy, crafted in alignment with the vision of the LFDC encompasses four core pillars: academic excellence, social responsibility, value enrichment, and holistic development. By curating content aligned with these principles, the magazine endeavors to provide a space for the faculty and students to enrich the intellectual and social lives of its readership. LFDC has two publications: the Annual Magazine 'FLAGRANCE', Which serves as a historical record of academic progress and development within various disciplines, contributing to the collective knowledge base over time, and INSIGHT, our monthly publication managed by students for creative expression and community engagement within college.

1. Objectives:

- Enhances the intellectual environment of the college, encourages scholarly pursuits among students and faculty, and showcases academic achievements.
- Celebrates creativity, innovation, and diversity of thought within the college community, fostering a culture of expression and exploration.
- Offers opportunities for students to hone their writing, editing, and communication skills through contributions to the magazine, facilitating their professional and personal development.
- Chronicles significant events, achievements, and milestones in the college's journey, preserving its legacy for current and future generations.

2. Scope:

It serves as a dynamic framework for nurturing creativity, engagement, and dialogue among students, faculty, alumni, and stakeholders while documenting the college's journey and contributing to its legacy.

3. Members:

4. Roles, Responsibilities & Functions:

- Provides a clear framework and direction for the content, tone, and editorial standards of the college magazine, ensuring consistency and quality.
- Ensures that the magazine's content reflects the core values, goals, and identity of the college, reinforcing its mission and vision.
- Encourages active involvement from students, faculty, and staff in contributing to and engaging with the magazine, fostering a sense of ownership and pride in the publication.
- Positions the magazine as a powerful tool for communication, education, and inspiration within the college community and beyond, amplifying its reach and influence.
- Allows for periodic review and refinement of the magazine policy to adapt to evolving needs, trends, and aspirations of the college community, ensuring its relevance and effectiveness over time.

5. Processes and Procedures

- The College magazine serves as a source of inspiration for students, fostering a strong sense of loyalty to the institution.
- The procedure consists of event reports mailed to IQAC, edited by the department of English, followed by the corrections and alterations of the same by IQAC and finally forwarded to Media Corner to be published in the Annual Magazine.
- Centering around the college theme, the magazine focuses on the coherence of ideas in the articles prompting a comprehensive perspective.
- The magazine features a variety of articles, poems, stories, riddles, primarily authored by students and faculty.

- The students, staff, Department and the institution's accomplishments and accolades from the past year will be showcased in the magazine through the annual report.
- The magazine reflects on the academic and extra-curricular endeavors of the college, aiming to inspire students to actively engage with integrity in all activities for their holistic development.
- The magazine covers all significant events such as orientations, FDPs, Freshers Day, Inaugurals and Valedictories, St. Montfort's birthday, commemorative days, Festival, Farewell, Annual day and graduation day.
- Students are provided with opportunities to articulate and express their ideas eloquently in various languages like Telugu, Hindi, Sanskrit and French.

Monthly Magazine

- Selecting a diverse and capable team of students, and faculty advisors, to oversee the magazine's production.
- Defining roles and responsibilities, including editor-in-chief, section editors, writers, designers, and photographers.
- Developing content themes, submission guidelines, ethical standards, and deadlines.
- Ensuring adherence to plagiarism policies, and standards of academic integrity.
- Seeking submissions from students, faculty, and alumni, ensuring diversity of perspectives and topics.
- Reviewing and editing submissions for clarity, accuracy, style, and adherence to editorial guidelines.
- Conducting thorough proofreading and fact-checking to eliminate errors in spelling, grammar, punctuation, and factual accuracy.
- Preserving copies of the magazine for archival purposes, ensuring its legacy within the college's historical records.

6. Outcomes

- The College magazine with its distinctive title aims to disseminate creativity, knowledge and talent.
- The College magazine showcases LFDC's uniqueness through its academics, extracurricular, and sports achievements as well as the exceptional accomplishments of its staff and students.
- Presenting an honest portrayal of the institution, the magazine invites diverse -readers like alumni, faculty, students, parents and other well-wishers of LFDC.
- The College magazine serves as a platform to bring together all the stakeholders.

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