



MAITREYI COLLEGE
(UNIVERSITY OF DELHI)

Tel. : 24673815
Fax : 24101053
E-mail : maitreyi1967@yahoo.co.in

BAPU DHAM COMPLEX,
CHANAKYAPURI,
NEW DELHI-110021

Ref. No. MT/PO/2021/ 68

April 12, 2021

GUIDELINES FOR DEPARTMENTAL NEWSLETTERS & DEPARTMENTAL MAGAZINES
(electronic & print)

Dear Colleagues,

This has reference to the requests received from many departments regarding the publishing of Departmental Newsletters and Magazines. I would like to highlight a few important concerns:

1. As per the UGC notification on academic integrity (vide Gazette dated July 23, 2018) plagiarism is to be curbed. In view of this, Plagiarism check report of each article should be submitted before release of each issue.
2. As we are publishing the College Magazine annually, it is important that no duplication of articles is there in the Departmental Newsletters and Magazines. Importantly, the magazine released by any department should be subject/discipline specific and no general topic should be entertained. The poetry contributed by students, if subject oriented can be included in departmental magazine but not otherwise.
3. Additionally, the e-newsletter/e-magazine must focus on new frontiers for students and latest advancements done in related fields.
4. All Newsletters and Magazines should be in electronic version only (during the current session). Newsletters and Magazines will be uploaded on the college website.
5. Being a departmental creation, it should include artwork of students only. Credits for pictures/photographs must be included.
6. To ensure that enough content matter is available, please restrict to one issue of eMagazine and eNewsletters.
7. For reports on events held in the department, links of the events sent to Dr ShradhaVerma/Student's Union for uploading/circulation on social media sites - Facebook page/Twitter/ college website/ Blogs etc. must be included.

Haritma

Dr. Haritma Chopra
Officiating Principal