



## **SIDDARTHA INSTITUTE OF SCIENCE AND TECHNOLOGY: PUTTUR (AUTONOMOUS)**

### **PUBLIC RELATIONS, PRESS & MEDIA, PUBLICATION COMMITTEE**

#### **Functions & Responsibilities:**

1. Liaisoning with various Government and other organizations
2. Approaching for sponsorships
3. Information to press and media on the events to be conducted and events conducted
4. Preparation of information for press coverage
5. Collection of video clippings and press coverage clippings
6. Identification of student volunteers for coordinating events and extension programs of the college
7. Program design for various events
8. Preparation of invitation letters and thanks letters for guests
9. Maintenance of records

#### **Composition of the Committee**

1. Dean Alumni relations
2. Staff coordinator
3. Faculty (2 Members)
4. Students (3-4 Members)