OFFICE OF THE PRINCIPALGOVERNMENT POLYTECHNIC RAJPUR SADHAURA

O/O No.: 623 **Dated:** 11/11/26

CONSTITUTION OF MEDIA CELL

To ensure effective publicity, dissemination of institutional information and promotion of academic, cultural, technical and extracurricular activities through print media, electronic media and social media, a Media Cell is hereby constituted at Government Polytechnic Rajpur Sadhaura with the following members.

Sr. No.	Name & Designation	Position
1.	Sh. Animesh Tiwari, Lect. in Civil Engg.	Coordinator
2.	Sh. Sapna, Guest Faculty, Applied Science	Member
3.	Smt. Binny Gaba, Guest Faculty, Applied Science	Member
4.	Sh. Keshav, Clerk (HKRNL)	Member
5.	Sh. Subhash, Clerk (HKRNL)	Member

Roles and Responsibilities of the Media Cell

1. To prepare and disseminate news, press releases and information regarding institutional activities.
2. To ensure regular updates of the institute's official website and social media platforms.
3. To collect photographs, videos and reports of academic, technical, cultural and other institutional events.
4. To coordinate with newspapers and other media agencies for publication of institutional achievements and activities.
5. To publicize admission-related information, student achievements, placement activities, expert lectures, workshops and seminars.
6. To maintain a proper record of press coverage, photographs, videos and media publications.
7. To ensure that all information released to the media is authentic and approved by the Principal.
8. To promote the image and achievements of Government Polytechnic Rajpur Sadhaura through appropriate media channels.

The Media Cell shall perform its duties under the guidance and supervision of the Principal. All departments and concerned staff members shall provide necessary information, photographs and reports to the Media Cell for timely publicity of institutional activities.

This order shall come into force with immediate effect.

Principal
Government Polytechnic Rajpur
Sadhaura
Yamunanagar, Haryana

Copy to:

1. Smt. Binny Gaba, Coordinator, Media Cell.
2. Sh. Keshav, Member.
3. Sh. Subhash, Member.
4. All Heads of Departments.
5. Institute Notice Board.
6. Office Copy for record.