

# STANDARD OPERATING PROCEDURE (SOP) OF PUBLICATION CELL

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**MORIDHAL COLLEGE**  
**P.O. - MORIDHAL DHEMAJI**  
**PIN- 787057**



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PUBLICATION CELL, MORIDHAL COLLEGE**

The Rules and Regulations of Publication Cell, Moridhal College amended on 08-09-2023 as Standard Operating Procedure (SOP) of Publication Cell, Moridhal College. This Standard Operating Procedure (SOP) is in force with due approval of the Governing Body as operational guidelines for Publication Cell of the college.

***Motto: Turn Your Thought an Intellectual Property***

**Formation of the Cell**

The Publication Cell of the college is constituted by the principal in consultation with IQAC of the college subject to the approval of the Governing Body with the following officials and members for a tenure of 03 (Three) years:

- President : From the faculty
- Vice President : - Do -
- Secretary : - Do -
- Asstt. Secretary : - Do -
- Members : 02 – 04 (Two to Four) from faculty  
: 03 (Three) students

**Objectives**

- To provide a common platform for faculty and students for publication of the significant and original manuscripts.
- To encourage the faculty and students for creative writing.
- To make documentation of the publications from the Cell.
- To promote publication at regular interval and to keep update publication of events, programmes and activities conducted by the college

**Functions**

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- The Cell will facilitate ISSN and ISBN for writers with a view to maintain standard in publication.
- The Cell will publish News Letter of the college at an interval of six months.
- The Cell will publish the Edited volumes of the faculty on specific themes maintaining the standard.
- The Cell will publish the research oriented journals "BEACON" and "VOYAGE" annually.
- The Cell will make publication on mutual agreement with the author and college authority.

**N.B. :** *The Committee may be re-constituted by the college authority in consultation with the IQAC subject to the approval of the Governing Body as and when required.*

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