



**GOVERNMENT OF ANDHRA PRADESH**  
**DEPARTMENT OF TECHNICAL EDUCATION**  
**GOVERNMENT POLYTECHNIC :: RAJAMPETA**  
Near Akepadu X Road, Kadapa - Tirupati Hwy, Rajampeta, Andhra Pradesh- 516126



## MINUTES OF THE MEDIA CELL MEETING

**Venue:** Principal's Chamber

**Date:** 25.09.2024

**Time:** 11:00 AM onwards

### Agenda:

1. Planning media visibility for 2024–25 academic activities.
2. Preparing annual institutional media report.
3. Enhancing institutional branding through design templates and logos.
4. Coordinating with other cells for joint press notes.

### Minutes of the Meeting:

- Press and Media Cell maintained consistent coverage of 10+ events in 2023–24.
- Annual media report to be included in IQAC documentation.
- Proposal to design a standardized press release template was accepted.
- Members suggested linking media posts with college's official social handles.

### Resolutions:

1. Finalize and circulate press release template to all departments.
2. Prepare media summary report by October 15, 2024.
3. Coordinate with T&P Cell, NCC, NSS, and Academic Committees for shared media outreach.

### Signatures:

Name	Designation	Role	Signature
Dr. Y. Sudhakar	Principal	Chairman	
Sri Ch. Sudhams	Lecturer/English	Convener	
Sri Shaik Aejaz Ahamed	Lecturer/Mech	Member	