

National University of Computer and Emerging Sciences, Islamabad

INTER OFFICE MEMO

8-5/NU-R/05

69/17

November 28, 2017

From Manager ORIC, NUCES-HQ
To Directors, NU campuses, Deans, HODs and All Managers
Subject: **Newsletter Policy**

Dear All,

The 'Newsletter Policy' is enclosed for implementation. The timely publication of the newsletter will only be possible through timely submission of news items by respective Sub - Editorial Boards. The deadlines for various processes of the newsletter are as under:

Activities	Closing Dates	Responsibility
Collection and drafting	20 th of each month	Sub-Editorial Board (Campus)
Submission to Editorial Board	23 rd of each month	Director Campus
Finalization	28 th of each month	Editorial Board
Printing	30 th of each month	Editorial Board
Distribution	1 st of next month	Editorial Board

2. Please submit names of the '**Focal Persons**' vide Para 3b of the 'Newsletter Policy' by December 7th, 2017.

Encl: As above (policy.newsletter)

Aatif Saif
Manager (ORIC)

Newsletter Policy

Policy Reference: 8-5/NU-R/05

Policy Title: Newsletter Policy

Approving Authority: Rector

Implementation Date: November 24th, 2017

Stakeholders: BOG, BOT, Rector, Director Campuses, Deans, Faculty, Students.

Overview

1. The University newsletter is the most vital communication link that connects with the broader community. It is imperative that the news reported are accurate, informative and include material that is mutually valuable both for the University and community members.

Objectives

2. Key objectives are as under:
 - a. To promote the University's brand, values, capabilities, expertise and activities.
 - b. To apprise the University community with latest news about University.
 - c. To project our quality in teaching and research.
 - d. Facilitating connections with business, industry and the community.

Governance

3. The University newsletter shall be run by an Editorial Board at the Secretariat and Sub-Editorial Board at each campus as under:
 - a. The Editorial Board shall be composed of the Rector, Manager ORIC and Deputy Manager HRM.
 - b. The Sub-Editorial Board shall be composed of respective Director Campus, one member of the faculty per department including an English language subject expert. Each Campus shall nominate a '**Focal Person**', who will be responsible to edit, compile and submit local chapter newsletter to the Editorial Board.
 - c. The campus Sub-Editorial Board members including 'Focal Person' shall be nominated by the Director in consultation with the respective Head of Department.
 - d. The campus Sub-Editorial Board shall meet on monthly basis for collection, assimilation, editing, proof reading and submission of the draft newsletter to the Editorial Board.
 - e. The Editorial Board reserves the right to exclude or modify any submitted news item, as considered apposite.

Operations

4. Following recursive steps are involved:
 - a. **Data Collection** from respective departments at each campus.
 - b. **Evaluating significance** of the reported news item for inclusion in the next issue.
 - c. **Review** of the news item by an English language expert for semantic and syntax errors.
 - d. **Compilation** of campus news and submission (text and images) to the Editorial Board.
 - e. **Approval** of contents by the Editorial Board.
 - f. **Composition** of the University draft newsletter by the printer.
 - g. **Printing and distribution**

Frequency

5. Every month newsletter will be published.

Format

6. The campus shall submit a MS Word file containing news and a separate folder containing captioned images, with subsequent rules:
 - a. MS Word document shall not contain Images.
 - b. High-resolution images shall be ensured.
 - c. JPEG (*.jpg) is the desired image format.
 - d. The Editorial and Sub-Editorial Boards reserve the right to refuse to publish any image; and reserves the right to crop or position the image appropriate to the design, layout and flow of the newsletter.
 - e. All images must be supplied with a caption. Where relevant, captions must include:
 - (1) names of people in the photograph, from left to right
 - (2) name or title of the event; and
 - (3) location and date (if applicable to reported item)
 - f. Clipart will not be included in the newsletter.
 - g. Authors must not submit images that are obtained from the internet, or downloaded without appropriate permission.
 - h. Copyrighted image will only be published if appropriate copyright clearance has been sighted by the contributor.

Size of a News Item

7. As a rule of thumb, a news item shall consist of 80 – 150 words. Only events of extraordinary significance may be given more space at the discretion of the Editorial Board.

Timelines

8. Undermentioned timelines shall be adhered to ensure timely printing of the newsletter.

Activities	Closing Dates	Responsibility
Collection and drafting	20 th of each month	Sub-Editorial Board
Submission to Editorial Board	23 rd of each month	Director Campus
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Submission

9. All news items (in MS Word file) and suitably captioned images (*.jpg in a folder), shall be emailed to '**newsletter@nu.edu.pk**'.

Editorial Guidelines

10. To standardize the layout, proposed parameters are attached as Annex - I.

Editorial Guidelines

Premise

1. Consistent layout is the primary requirement of an institutional newsletter. These guidelines shall help in standardizing the template, contents and range of news / events reported upon by the respective Sub-Editorial Boards (campuses).

Layout

2. Suggested layout parameters are as under:
 - a. **Paper Type:** 115 gram MATTE / ART Gloss paper
 - b. **Paper Size:** 8.27'' x 11.67''
 - c. **Finished Binding**
 - 1) 4 page: Folded
 - 2) 8 page: Centre-pin stapled
 - d. **Font Type:** Times New Roman
 - e. **Font Size**
 - 1) Title: as per specimen (attached)
 - 2) Heading: 14
 - 3) Text: 10
 - f. **Spacing:** 1.0 (Single – with no space after paragraph)
 - g. **Margins:** 0.5 inch top/bottom, right/left

Contents

3. News items may be clubbed under given captions:
 - a. **Appointments**

It shall cover appointments at the director level and above, as well as any national / international statutory / honorary position of faculty / staff member.
 - b. **Awards**

These items highlight awards given to faculty, students and staff across all domains.
 - c. **Events**

Reported events that have been attended / organized under the following areas:

 - 1) Trainings and Workshops / Seminars / Symposiums
 - 2) Sports
 - 3) Social
 - 4) Student Organizations
 - 5) Arts & Culture
 - d. **Faculty & Staff**

Under this caption, news items shall be shared as listed:

 - 1) Outstanding work / achievement of faculty and staff
 - 2) Research grants awarded / completed
 - 3) Research publications in ISI Impact Factor journals
 - 4) Books chapters written / edited
 - 5) Research collaborations with HEIs/ Industry at local / international level
 - 6) Any patents filed / granted at national / international level
 - 7) Faculty Development achievements
 - 8) Quality Assurance
 - 9) Placement targets met (Internships / Jobs)
 - 10) Obituaries

e. **Upcoming Events**

Important national / international research grant call for proposal timelines may be shared for the benefit of the faculty

f. **Student / Alumni Profile:**

These items spotlight undergraduate and graduate students who are making a mark in their field and the community.

- 1) PhD completion
- 2) National / international academic / co-curricular / extra-curricular achievements
- 3) Entrepreneurs making breakthrough in technical / service business

g. **Facilities Upgradation / New Editions**

These updates shall include any major infrastructural, equipment inclusion or indigenously developed ERP/module that can help to improve profile of the University.

h. **Other**

Any other news item(s) that is not covered in above categories,' but is considered important for the projection of the university.