

Government P.G. College, Israna (Panipat)
(Affiliated to Kurukshetra University, Kurukshetra)

To

All Committee Conveners

Memo No.: 6761/25/853

Date: 24.09.25

Subject: Submission of Records, Media for Website Uploading and Press Notes for Newspaper Publication

R/ Sir/Madam,

In order to ensure systematic documentation and enhance the visibility of the college's academic, cultural, and co-curricular activities, all committees are hereby directed to submit their records in a timely and organized manner to the undersigned (Web Portal In-charge). This will facilitate effective presentation of the institution's achievements on the official college website and in newspapers.


You are requested to kindly adhere to the following guidelines while submitting materials:

- **Photographs:** Clear, sharp, and high-quality images (JPEG/PNG), 100-200 KB each. Blurred or low-resolution photos will not be accepted.
- **Videos:** Short clips of 30 seconds to 2 minutes in MP4 format, below 5 MB.
- **Press Note:** Concise, factual, and professional (100-150 words), including event name, date, key guests/participants, main highlights, and outcomes. Clear photographs to be attached. Must be typed and submitted on the same day before 3:00 PM.
- **Notices:** MS Word/PDF format, size below 300 KB; to be submitted before the activity is performed.
- **Reports:** MS Word/PDF format, size below 300 KB; to be submitted within 2 working days of the event.

Responsibility: Any delay in submission will be the sole responsibility of the concerned convener.

Note: All documents, press notes, reports, and notices must bear the Principal's approval/signature before being uploaded on the website or shared for publication. Compliance with these guidelines will ensure accurate, timely and professional representation of the college's activities on both the website and in the press.


Ms. Pooja Jaglan
(Web Portal/Social Media In-charge)


Principal
(Government P.G. College, Israna)