



SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority

L. S. RAHEJA COLLEGE OF ARTS & COMMERCE

Estd : 1980
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Standard Operating Procedure (Sop)

College Magazine

1. Section Editors are required to collect reports from heads of Departments / Associations / Committees, and edit for grammatical errors, and language improvisation wherever necessary.
2. The reports are required to be descriptive with relevant and important information avoiding too much detail.
3. Photographs of activities conducted are to be collected on email / drive links / pen drives. An average of 10 photographs per activity are to be collected from which section editors are required to choose the best photographs.
4. Articles from staff and students are to be collected, and selected for editing and approval by chief editor.
5. Individual achievements of staff are to be drafted in points form, collected and edited.
6. Names and photographs of toppers in relevant fields are to be collected from the office.
7. Proof reading of drafts after compilation are to be done as and when drafts are compiled and revised.
8. Instructions emailed to committee members are to be followed from time to time, and given deadlines are to be adhered to.
9. Suggestions and representations are welcome and encouraged.

PRINCIPAL