



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
Relief Road, Santacruz (W), Mumbai - 400 054.
Tel.: 2660 9320 / 2661 4101 • E-mail : degree.office@lsraheja.org / principal@lsraheja.org
Website : www.lsraheja.org

Standard Operating Procedure (Sop)

Departmental Publication Committee

1. An e-mail should be sent on a monthly basis by the convener of the committee to all the head of the department (HODs) to contribute research article.
2. Salient features:
 - Each department needs to contribute at least one research paper or article in the monthly publication.
 - Faculties along with students (not more than 5 students) can co-author a research paper/ article.
 - Students can contribute articles from research projects, which they submit to the university as part of degree completion.
3. The collection of research papers or articles is to be completed by the first week of the following month.
4. Compilation of the research articles should be done within 10 days of the following month and coordinate with Mr. Justin Tuscano for publishing.
5. Publishing it on college website should be done by 2nd week of the following month (by 15th).
6. E-certificate to be issued to the contributors of the research articles.
7. To encourage students to read the research articles published in order to motivate them to contribute to it.


PRINCIPAL