Office of the Principal
Govt. Polytechnic Sheikhpura
(At-Khuriya, Sheikhopur Sarai, Sheikhpura – 811103)
Email ID-principal.gpsheikhpura@gmail.com www.gpsheikhpura.in Mobile No:- 9525878211

Letter No:- 809 **Date:- 16/11/2024**

Office Order

MEDIA CELL

A committee of Media Cell has been constituted as following :-

Sl. No.	Name of the Committee Member	Designation	Contact No./E-mail
1.	Mr. Basant Kumar	Principal	Email: principal.gpsheikhpura@gmail.com Mob: 9525878211
2.	Mr. Kundan Kumar	Co-ordinator	Email: kundankrishnan007@gmail.com Mob: 7275068793
3.	Mr. Prabhat Kumar	Lecturer	Email: prabhat.101914@gmail.com Mob: 9682323143
4.	Mr. Gopal Kumar	Lecturer	Email: gopalnwd567@gmail.com Mob: 9770201775
5.	Mr. Himanshu Kumar	TPO	Email: himanshukr2610@gmail.com Mob: 9629420860
6.	Mr. Priya Rahul Kumar	LDC	Email: prya92rahul@gmail.com Mob: 8210031854

Functions of the Media Cell:

1. **Publicity**
   - Publicise the activities, achievements and notices of the institute through the website, social media and the press.
2. **Event Coverage**
   - Cover institute events with photographs, videos and news reports, and keep them archived.
3. **Press Releases**
   - Prepare press releases and other communication material.
4. **Website and Social Media**
   - Update the website and social media pages regularly, with the Principal approving the content before publication.
5. **Public Information**
   - Inform the public about admissions, courses and programmes of the institute.

Principal-Incharge
Govt. Polytechnic Sheikhpura

mc/23/001

Minutes of the meeting

Date: 05/12/23
Time: 4.00pm to 5.00pm.

A meeting was held in chairmanship of Principal Sir regarding the agenda circulated to the members before. The co-ordinator presided the meeting and reviewed existing media platforms and discussed upcoming sports (among competition) coverage

Kundan Kumar
(co-ordinator)

(TPO)

Principal
Govt. Polytechnic
Sheikhpura

metallod

Date
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minutes of the meeting

Date: 03/01/2024
venue: conference Hall
Time: 4.00pm to 5.00pm

A meeting was held in chairmship of principal sir regarding the agenda circulated earlier.
In the meeting it was decided to regularly post student achievemts and faculty achievemts via social media handls.
The meeting ended with vote of thanks from co-ordinator

Principal
Govt. Polytechnic
Sheikhpura

(T.P.O)

Kundan Kumar 3/1/24
(Co-ordinator)

mc/29/002

Minutes of the meeting

Date: 09/09/2024
Venue: Conference Hall
Time: 4.00 PM to 5.00 PM

A meeting was held regarding the agenda circulated earlier in chairmanship of principal sir. members discussed proper coverage of college events and promotion of college activities via social media.

(T.P.O)

Principal
Govt. Polytechnic
Sheikhpura

Kundan Kumar
09/09/24
(Co-ordinator)

me/22/003

minutes of the meeting

Date - 06/07/24
Time: 4:00pm to 5:00pm
venue: conference Hall.

A meeting was held regarding agenda circulated earlier under the chairmanship of principal Sir. Members discussed how to promote technical and educative content via posters, banners and post of important days and national events via social media handles

(T.P.O)

Principal
Govt. Polytechnic
Sheikhpura

Kundan Kumar 6/7/24
(Co-ordinator)

mc/29/009

Date
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minutes of the meeting

Date - 03/10/20
Time - 4:00 pm to 5.00pm
venue - Conference Hall

A meeting was held under the chairmanship of principal sir regarding awarness of college social media profiles among students and preparation of College magazine.

(T.P.O)

Principal
Govt. Polytechnic
Sheikhpura

Kundan Kumar
3/10/20
(Co-ordinator)

mc/25/001

Minutes of the meeting

Time: 4:00pm to 5:00pm
Venue: Conference Hall
Date - 03/01/25

A meeting was chaired under the chairmanship of principal Sir regarding increasing social media reach and engagement and development of youtube channel of College.

Principal
Govt. Polytechnic
Sheikhpura

(T.P.O)

31/1/25
(Coordinator)

mc/25/002

Minutes of the meeting

Time: 4.00 pm to 5.00 pm
Venue: Conference Hall
Date: 07/04/2025

A meeting was held under the Chairmanship of principal sir and co-ordinator regarding promotion of student projects and monitoring of social media comments and records

Principal
Govt. Polytechnic
Sheikhpura

(T.P.O)

Principal
Govt. Polytechnic
Sheikhpura

07/04/25
(Co-ordinator)

mc/25/003

Minutes of the meeting

Venue: Conference Hall
Time: 4.00 PM to 5.00 PM
Date - 03/07/2018

A meeting was held under the chairmanship of principal sir and Co-ordinated regarding reviewing of social media performance, promotion of alumni achievements, digital promotion of workshops seminars etc.

03/07/18
(Co-ordinator)

(T.P.O)

Principal
Govt. Polytechnic
Sheikhpura

me/25/004

Minutes of the meeting

venue: Conference Hall
Time: 4.00pm to 5.00pm
Date - 08/09/25

A meeting was held under the Chairmanship of principal sir regarding the online process of placement of career opportunities and use of social media for public awareness

08/09/25
(Co-ordinator)

(T.P.O)

Principal
Govt. Polytechnic
Sheikhpura

me/26/001

Minutes of the meeting

Venue: Conference Hall
Time: 4:00 PM to 5.00 PM
Date: 05/01/2026

A meeting was held under the chairmanship of principal Sir regarding the creation of reels and short videos, development of social media guidelines.

05/01/26
(Co-ordinator)

(T.P.O)

Principal
Govt. Polytechnic
Sheikhpura

mc/76/002

Date
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Minutes of the meeting

Venue: Conference Hall
Time: 4.00 pm to 5.00 pm
Date: 29/04/2026

A meeting was held under the chairmanship of principal sir and co-ordinator regarding digital branding of the institute and community outreach activities

29/04/26
(co-ordinator)

(T.P.O)

Principal
Govt. Polytechnic
Sheikhpura

mc/26/003

Minutes of the meeting

Date: 10/07/2016
venue: Conference Hall
Time: 2.00 PM to 5.00 PM

A meeting was held under the chairmanship of Principal Sir regarding the cybersecurity of official social media accounts and digital coverage of sports and cultural activities.

10/7/16
(Co-ordinator)

(T.P.O)

Principal
Govt. Polytechnic
Sheikhpura

mc/26/001

Minutes of the meeting

Time: 4.00 PM to 5.00 PM
Date: 03/11/2026
Venue: Conference Hall

A meeting was held under the chairmanship of principal sir regarding the review of previous meeting and decision and preparation of institutional promotional videos and co-ordination with other institutional cells.

03/11/26
(Co-ordinator)

(T.P.O)

Principal
Govt. Polytechnic
Sheikhpura