St. Xavier's College, Simdega
(Affiliated to Ranchi University, Ranchi)
P.O. Khijri, DT. Simdega, Jharkhand, India, Pin- 835226
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MINUTES OF THE MEDIA CELL MEETING

Date: October 23, 2026

Time: 2:30 PM – 3:30 PM

Venue: IQAC Room

Chairperson: Convener, Media Cell

ATTENDEES

1. **Media Cell Core Committee:**

   Assistant Professor Sani Santosh Toppo (Head of the Media Cell)

   Assistant Professor Lipica Subir

2. **Media Club Representatives:**

   Assistant Professor Seema Xess

3. **Photography Club Representatives:**

   Assistant Professor Dr. Nisha Rani Dhanwar

AGENDA

1. Role distribution and collaborative workflow between Media Cell, Media Club, and Photography Club.
2. Discussion on upcoming institutional events and media coverage strategy.
3. Content delivery timelines, photo curation, and caption/report submission protocols.
4. Logistics, equipment usage log, and identity badges for event coverage.
5. Open discussion on operational challenges and suggestions.

Sani S. Toppo

Central Co-ordinator
Cells/Committees/Clubs
St. Xavier's College, Simdega
(Affiliated to Ranchi University, Ranchi)
Jharkhand (INDIA)

Internal Quality Assurance Cell (IC
St. Xavier's College, Simdega
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Jharkhand, India

KEY DISCUSSIONS & DECISIONS

1. Operational Framework & Responsibilities

- **Media Cell:** Responsible for final review, administrative approvals, press releases, and managing institutional channels.
- **Media Club:** Responsible for drafting event write-ups, student interviews, social media copy/captions, and scriptwriting for video coverage.
- **Photography Club:** Responsible for high-quality event photography, videography, photo curation, and managing raw footage archives.

2. Event Coverage & Content Timelines

- **Rapid Turnaround (Social Media):** A curated batch of 5–10 key highlights along with a short caption must be delivered within **2 to 3 hours** post-event for live social media updates.
- **Full Archive:** The complete set of edited photographs and the detailed press report must be uploaded to the official shared Drive within **24 to 48 hours**.

3. Equipment & Archiving Protocol

- Photography Club lead will maintain a strict checkout/check-in log for shared cameras, lenses, and flash gear.

4. Event Decorum & Badging

- Official duty passes/badges must be visibly worn by all assigned members during official functions.



Dani S. Tappo

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CONCLUSION

The meeting concluded on a positive note, with all teams aligning on their roles and establishing streamlined workflows for seamless event coverage. The Chairperson emphasized the importance of teamwork, punctuality, and professional decorum to elevate the institution's media presence. Members expressed confidence in the new structure and agreed to follow up on their respective action items before the next scheduled review meeting.

Present Members :-

Name	Designation	Signature
1.) SANE SANTOSH TOPPO	Media Cell (Head)	23/10/2026
2.) Lipsa Subin	Media Cell	23/10/26
3.) Suma Xess	Media club	
4.) Dr. Nisha Rani Dhanesar	Photography Club	23/10/26

Sane S. Toppo

Coordinator

Media Cell

Coordinator

Clubs Committees/Clubs

Central Co-ordinator
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Coordinator

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Co-Ordinator
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