

# UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES

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## STANDARD OPERATING PROCEDURE FOR E – NEWS LETTER

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## UPUMS NEWS LETTER

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This News Letter will serve as a medium for showcasing the noteworthy academic and non-academic activities of the University, as well as a platform for the students and faculty members of the University, to display their creativities. This newsletter will be compendia of publications, achievements, awards, honours, poems, short essays, scripts and any other piece of creativity like a picture from their photographic collection, a photo of painting etc. from faculty, students and employees of the university. It will also contain celebrations like International Days, National Days, Conferences, Workshops, Seminars, Training Programs, Guest Lectures, Sensitization Programs, Socio-cultural programs, and other such events from departmental side. We strongly feel that this Newsletter will further create a feeling of oneness in this University, as well as bridge the gaps between the University and the outside world.

The objectives of the newsletter are:

- To highlight UPUMS as a State/ National Leader in Health care.
- To keep internal and external stakeholders informed and abreast about UPUMS functioning.
- To make public and health care professionals aware about existing and newly introduced medical facilities available at the University.
- To acknowledge the research and publications done at university by the faculty and students.
- To create cohesive environment for appreciating each other's achievements and talents.

## **CONTENTS OF THE NEWSLETTER:**

- 1) New Facilities Flagged-off at the University.
- 2) Visit of Dignitaries at UPUMS.
- 3) Celebrations (International Days, National Days).
- 4) Programs / Events (Conferences, Workshops, Training Programs, Guest Lectures, Sensitization Programs and other events etc).
- 5) Awards & Honors (International/ National/ State Level, Fellowship, Paper/Poster Presentations, Assessor for NMC/ DCI/ INC/ PCI/ NCAHP / NAAC/ UPSMF & etc.)
- 6) Publications (Research/Review Papers/ Short communication/ Letter to Editor/ Case report/ Case-series, Books, Invited Chapter, Patent etc.)
- 7) Research Projects in University (Funded, Intramural etc.)
- 8) Academics (Implementation of new and innovative teaching methodology/ facility) at UPUMS
- 9) Student Corner (Prizes/Awards won by PG/UG students, Paper/Poster Presentation etc.)
- 10) Cultural/Sports events at UPUMS
- 11) Scientific/Medical Literary/Fine art/Paintings/Best Photographs.
- 12) Joining of New Faculty Members.
- 13) Retirement/ Farewell.
- 14) Obituary.

### **1) NEW FACILITIES FLAGGED-OFF AT THE UNIVERSITY.**

- New facilities include opening of new unit/ Centre/ Diagnostic facility/ hospital/ Faculty/ Department/ Academic program/ Extension services etc. and extension of the existing facility.

### **2) VISIT OF DIGNITARIES AT UPUMS.**

- Visit of Govt. functionaries including Hon'ble President/ Prime Minister/ Governor/ Chancellor/ Chief Minister/ Minister/ Member of Parliament/ Member of Legislative Assembly/ Council/ Secretaries of the Central/ State Govt./ Vice Chancellors of Universities/ Director of Institutes of excellence/ etc.

### 3) CELEBRATIONS

- Celebration of International Days: World Health Day, World Cancer Day, World Population Day, World Yoga Day, etc.
- National Days: Republic Day, Independence Day, Gandhi Jayanti, National Voluntary Blood Donation Day, Professional Day's Celebration, etc.

### 4) PROGRAMS / EVENTS

- Conferences, Workshops, Training Programs, Guest Lectures, Sensitization Programs, and other events etc. related to various Professions, Specialties & Departments.

#### TRAINING PROGRAM/ CONFERENCES/ WORKSHOPS

SR.NO	DATE	NAME OF THE PROGRAM	ORGANIZED BY	NUMBER OF PARTICIPANTS	IN COLLABORATION WITH

#### GUEST LECTURE (Organized/Delivered)

SR.NO	DATE	NAME OF THE GUEST SPEAKER	TITLE OF THE TOPIC	ORGANIZED BY	PARTICIPANTS AND NUMBER

#### SENSITIZATION PROGRAMS

SR.NO	DATE	NAME OF THE SENSITIZATION PROGRAMS	THEME/TITLE	ORGANIZED BY	PARTICIPANTS AND NUMBER

### 5) AWARDS & HONORS

- International/ National/ State Level, Fellowship, Paper/Poster Presentations, Assessor for NMC/ DCI/ INC/ PCI/ NCAHP / NAAC/ UPSMF & etc.

#### AWARDS/HONORS (Enclose Certificate)

SR. NO	DATE	NAME/TITLE OF THE AWARD/HONORS	ORGANIZATION	LEVEL (INTERNATIONAL/ NATIONAL/ STATE)	AWARDED	AWARDED FOR

#### FELLOWSHIP (Enclose Certificate)

SR.NO	NAME OF THE ASSOCIATION/SOCIETY/ ACADEMY	FELLOWSHIP IN	DATE

**ASSESSOR FOR (NMC/DCI/INC/PCI/UPSMF/Any Other) (Enclose Order)**

S.N.	FACULTY & DEPARTMENT	ASSESSOR IN (NMC/DCI/INC/PCI/UPSMF)	DATE	PURPOSE

**FACULTY TALK / PAPER/ POSTER PRESENTATION (Enclose Certificate)**

S.N.	FACULTY & DEPARTMENT	TITLE OF SCIENTIFIC TALK/PAPER/POSTER	PRESENTED BY	EVENT DETAIL	DATE AND VENUE

**6) PUBLICATIONS**

- Research/ Systematic Review/Review Papers/ Short communication/ Letter to Editor/ Case report/ Case-series, Books, Invited Chapter, Patent etc.

**PUBLICATIONS (Research/ Systematic Review/Review Papers/ Short communication/ Letter to Editor/ Case report/ Case-series)**

- Name of the Faculty Member
- Designation and Department
- Publication (In Vancouver Pattern)
- Indexing

**PATENT (Attach Copy of the Certificate)**

- Name of the Faculty Member -
- Department -
- Title of the Patent -
- Inventors (Patent Creators) -
- Applicant Name -
- Application Number -
- Patent Number -
- Filing Country -
- Subject Category -
- Filing Date -
- Publication Date -

**BOOK/ BOOK CHAPTER**

- Name of the Faculty Member -
- Department -
- Title of the Book -
- Author(s) Name -
- Publisher -
- ISB Number -
- Volume -

- Page No. -
- Edition -
- Year -

**7) RESEARCH PROJECTS IN UNIVERSITY (FUNDED, INTRAMURAL ETC.)**

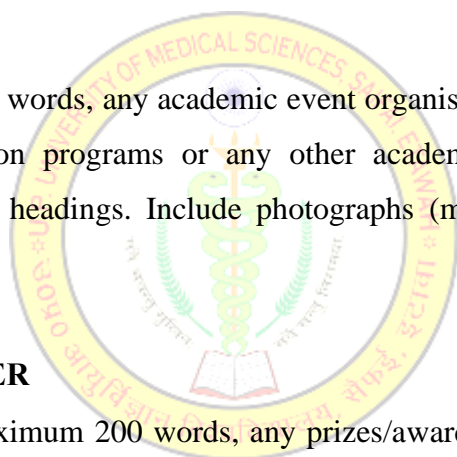
- Name of the Faculty Member -
- Department -
- Title of the Project -
- Funding Agency -
- Grant Number -
- Role -
- Amount (Rs.) -
- Start Date (D/M/Y) -
- End Date (D/M/Y) -
- Present Status -

**8) ACADEMICS**

- Document in 200 words, any academic event organised by the Department. It may include orientation programs or any other academic activities which are not covered in other headings. Include photographs (maximum-4) with appropriate caption.

**9) STUDENTS' CORNER**

- Document in maximum 200 words, any prizes/awards won by any student of the University (UG/PG/Fellows) in academic, cultural, literary, sports or other relevant events at University, District, Region, State, National or International level. The details should be clearly mentioned. Include a maximum of four photographs of good quality with appropriate caption.
- Document in maximum 200 words the details of paper/poster/any other presentation at State/ National/ International conferences by any student of the University. Highlight if any award/prize is won in any of the above presentations. The details should be clearly mentioned with maximum of four photographs of good quality with appropriate caption. Also attach the certificate as a proof for record.



## **10.) CULTURAL AND SPORTS EVENTS AT UPUMS**

- Document any cultural or sports event organised by any department of university in a maximum 500 words with relevant photographs of good quality with appropriate caption. The details of the event should include:
  - Event number
  - Schedule
  - Venue
  - Participants
  - Judges
  - Winners
  - Summary of the Program

## **11) SCIENTIFIC/ MEDICAL LITERARY / FINE ART/ PAINTINGS/ BEST PHOTOGRAPHY.**

- Article/ information submissions max. 2 pages (500 words) (A-4 size) write-up (MS word format) may be accompanied by a maximum of two photos, graphics, or images.
- Any links to videos, web pages, or other visual media must be related directly to the subject matter and compatible with website-posting requirements.
- Include your first name, middle name, last name & affiliation of all authors.

## **12) NEW JOINING (FACULTY MEMBER AND OFFICERS)**

- For new joining section recent passport size photo (Soft copy), name of the person, designation, name of the department, date of joining, qualification (UG, PG and other higher qualification), previous experiences and achievements should be mentioned.

## **13) RETIREMENT/ FAREWELL (FACULTY MEMBER AND OFFICERS)**

- The retirement/ Farewell note should include recent passport photo of the person, name of the person, designation, department, date of joining, date of retirement / reliving and brief information about family members, photographs of the event.
- Apart from these congratulations words, appreciation and legacy, miss u and keep in touch line and closing statement should be included.

## **14) OBITUARY**

- Obituary note should include key details about the person's life and death along with passport size photograph.

- Note should also include person's name, birth place, age, date of death, location and cause of death (optional).
- Some other information about his/her family members, details of profession, retirement date, details about name and relationships of who survives the deceased and details of memorial service may be mentioned.

#### 15) GENERAL FLOW OF INFORMATION:

- Editors will be the Point of contact for the allotted sections of the Newsletter.

<b>S N</b>	<b>Content</b>	<b>Editor (In-charge)</b>
1.	<ul style="list-style-type: none"> <li>• New Facilities Flagged-off at the University.</li> <li>• Visit of Dignitaries at UPUMS.</li> <li>• Celebration of International Days, National Days.</li> </ul>	Dr. Kamal Pant (Associate Professor, Optometry)
2	<ul style="list-style-type: none"> <li>• Conferences, Workshops, Training Programs, Guest Lectures, Sensitization Programs and other events etc.</li> <li>• Awards &amp; Honors (International/ National/ State Level, Fellowship, Paper/Poster Presentations, Assessor for NMC/ DCI/ INC/ PCI/ NCAHP / NAAC/ UPSMF &amp; etc.)</li> </ul>	Mr. N. Sembian (Associate Professor, Nursing)
3	<ul style="list-style-type: none"> <li>• Publications (Research/Review Papers/ Short communication/ Letter to Editor/ Case report/ Case-series, Books, Invited Chapter, Patent etc.)</li> <li>• Research Projects in University (Funded, Intramural etc.)</li> </ul>	Dr. Padmini Shukla (Assistant Professor, Pharmacy)
4	<ul style="list-style-type: none"> <li>• Academics (Implementation of new and innovative teaching methodology/ facility) at UPUMS</li> <li>• Student Corner (Prizes/Awards won by PG/UG students, Paper/Poster Presentation etc.)</li> <li>• Cultural/Sports events at UPUMS</li> </ul>	Dr. Reena Sharma (Associate Professor, Ophthalmology)
5	<ul style="list-style-type: none"> <li>• Scientific/Medical Literary/Fine art/Paintings/Best Photographs</li> </ul>	Dr. Raveendra Singh Rajpoot (Professor, Physiology)
6	<ul style="list-style-type: none"> <li>• Joining of New Faculty Members.</li> <li>• Obituary.</li> <li>• Retirement/ Farewell.</li> </ul>	Dr. Vinay Kumar Gupta (Assistant Professor, Pharmacology)



- Submit all content via our E MAIL id [upumsnewsletter@gmail.com](mailto:upumsnewsletter@gmail.com)
- Identify a newsletter “Area of Focus” that matches as per title.
- Submissions could be made by faculty members directly to the editors of the concerned section through e mail.
- Article/ information submissions max. 1 page (A-4 size) write-up (MS word format) may be accompanied by a maximum of two photos, graphics, or images. Any links to videos, web pages, or other visual media must be related directly to the subject matter and compatible with website-posting requirements.
- Photos and graphics must not be embedded in the Word-document submission. Rather, they must be submitted as "jpg" or "png" attachments, limited to a file size of 2 MB, and an image size of approximately 500 pixels total (height + width). All people in photos must be identified, left to right, with names and titles. For large-group photos, an appropriate caption should be suggested. Other visuals must be in a format suitable for web posting and viewing.
- Articles should be approximately 100-300 words and sent it in the tabular forms.
- Include your first name, middle name, last name & affiliation of all authors and a contact e-mail address in the body of your message.
- Photo submissions:
  - Send at least two, high-quality graphics with each article in JPEG or PNG format.
  - A signed or other written consent is strongly recommended if the photo shows a person’s face.
  - If no photo is submitted, one may be included relevant to the topic.
  - write a caption for each graphic
- Articles should be sent as an attachment in Microsoft Word files (.doc or .docx). Do not use any fancy formatting, styles, or desktop publishing to produce your article. Do not send articles in PDF format.
- The Activity content includes
  - Department name, venue , dates, chief guest, theme of the occasion, aim/objectives, brief programme schedule, speakers, awards/prizes if any, number of delegates and any other relevant details.
- Do not send drafts. Send the final, polished article that has been signed off by all applicable persons or departments in your organization.

- The newsletter is not a journal. Do not send papers. Instead, send articles written in a lively and engaging manner.
- Does not use figure references. Do not use footnotes. If a source should be referenced, do so in the body of the article parenthetically and if needed, in quotations.
- Please anticipate that your article may be revised. If you require final approval for your articles revised article's content, please request this in your submission email.
- Spell out acronyms on first reference.
- The editor will review all draft articles/submissions, decide suitability, edit articles/information for content/length, and format for website posting and newsletter distribution.

