



L O Y O L A
P R E S S
C L U B



MEMBER'S MANUAL

LPC

L O Y O L A
P R E S S
C L U B

MEET YOUR TEAM



Dr K. Kannan Prasad
Faculty Advisor, Loyola Press Club



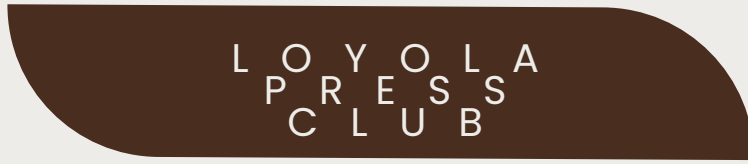
Mr P.R. Aní Rudhran
President, Loyola Press Club



Mr N. Kavinchakkaravarthy
Joint Secretary, Loyola Press Club



LOYOLA PRESS CLUB



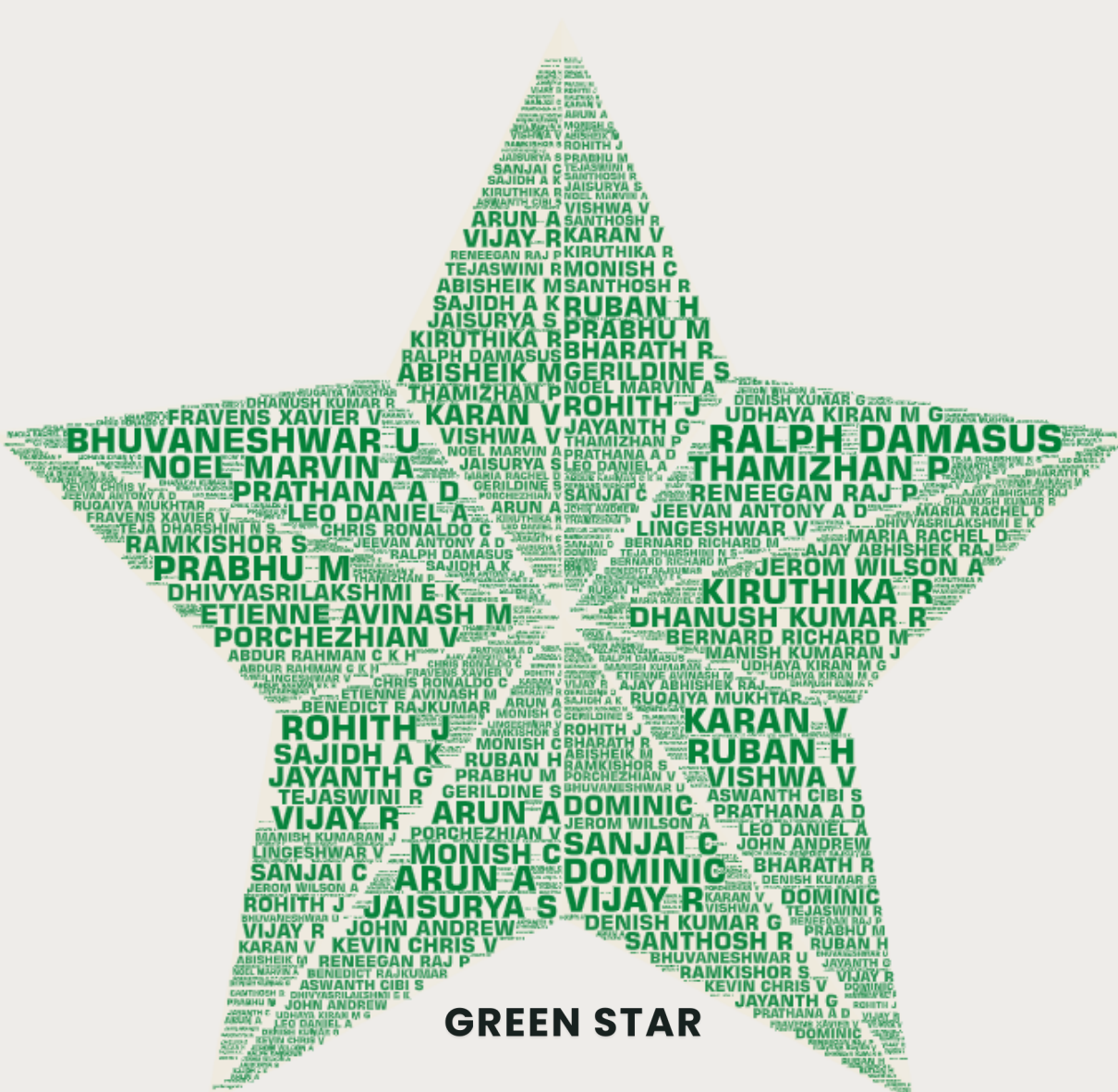
COLOUR CODES



All activities in the manual will be assigned a colour code. An activity with a yellow star requires no scrutiny from the Faculty Advisor. LPC members will be awarded club hours just for attending it.



COLOUR CODES



An activity with a green star requires LPC members to get prior permission from the Faculty Advisor before commencing the activity. LPC members will be awarded club hours after completion and submission of the activity in prescribed format.



COLOUR CODES



An activity with a blue star requires LPC members to get prior permission from the Faculty Advisor before commencing the activity. LPC members are expected to complete and submit in prescribed format within the deadline. Club hours will be awarded only after evaluation of the activity by the Faculty Advisor.



TABLE OF CONTENTS

01

Vision & Mission

Loyola Press Club

02

Club Activities

Category

03

Lecture / Events

Online / Offline

04

Content Creation

Online / Offline

05

Writing-based Activities

Online / Offline

06

Interactive Activities

Online / Offline





VISION

- To educate and empower students in journalistic skills.
- To make socially responsible students.





MISSION

Create a platform for the members to observe society and respond through responsible writing.





CLUB ACTIVITIES

Loyola Press Club organises various activities in giving experiential learning to the members. A member is expected to complete 60 hours of activities to receive a passing grade in club activities. The various activities of the club include organising of lectures, formal events of the club, writing-based activities, Content Creation, and other interactive activities. LPC members can choose from activities available to them to complete the club hours.





Weightage

10 hrs
per event

CLUB ACTIVITIES

Lectures / Events

Loyola Press Club members will receive invites of programmes and events organised by the Faculty Advisor and the office bearers, on behalf of Loyola Press Club. The highlighted events of the list are mandatory for an LPC member to attend and others are optional depending on the requirement of club member in completing the hours of the club.

List of Events

- Inauguration
- Valedictory
- Club Orientation
- Industrial Visit
- Invited Lectures
- Panel Discussion
- Video Lectures
- Film Screening





Weightage
5 / 15 / 30 hrs
per content

CLUBS ACTIVITIES

Content Creation

Loyola Press Club members have an opportunity to use their content creation skills to obtain club hours. The content created by a member has to be original and posted in formats listed below. The club member is free to choose any topic of his / her interest, provided that the content is **educative** and **informative**. The content created by an LPC member will be scrutinised by the Faculty Advisor before the awarding of hours to the activity.

List of Events

- Social Media Post
- YouTube Videos
- Magazine
- Infographic
- Advertisement





Weightage

5 / 10 / 20 hrs
per content

CLUBS
ACTIVITIES

Writing-Based Activities

Loyola Press Club members are required to involve themselves in writing-based activities. The activities majorly comprise documentation of curricular, co-curricular and extra-curricular activities of the college and LPC, that are relevant, as a text through report writing. Other writing-based activities involving creativity may be undertaken by LPC members. The list is not exhaustive, however prior permission may be sought and such writings will be checked for original content.

List of Events

- Documentation - Department, College activities as a report. (Individual)
- Documentation - Department, College activities as a report. (Weekly)
- Loyola Talks - Interview Draft
- Feature Stories
- Review Writing
- Translation
- Transcription





Weightage

5 / 20 hrs
per content

CLUB ACTIVITIES

Interactive / Participatory Activities

Loyola Press Club promotes critical & analytical thinking skills. LPC will organise events to hone such skills of its members through which members can raise critical, analytical, factual and relevant queries. Such queries made by members will be incentivised through the credit of club hours.

List of Events

- Raising queries in events
- Panelist of a discussion
- Industrial Visit
- Writing-lab exercises





Weightage

10 hrs

[Faculty Advisor's
discretion]

CLUB ACTIVITIES

Club & Faculty Advisor Assistance -
Members / Office Bearers

Loyola Press Club & the faculty advisor would require the assistance of the office bearers and club members in organising events. Such assistance would be incentivised through the credit of club hours.

List of Activities

- Master of Ceremony of events
- Video Documentation of events / activities
- Photo Documentation of events / activities
- Textual Documentation events / activities

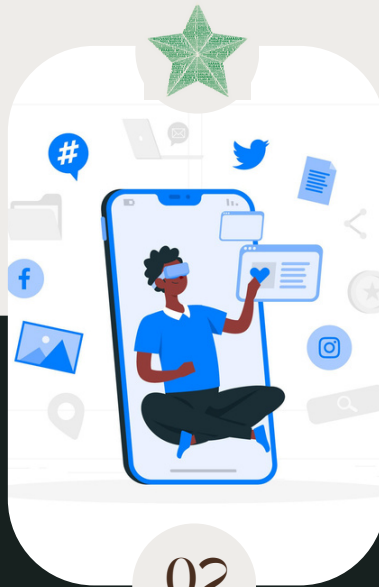


ACTIVITY DESCRIPTION



01

Loyola Press Club organises events for the members to benefit them. Events like 'Inauguration' ceremony, 'Valediction' ceremony of the club, Club Orientation for members, Industrial visits, lectures, movie screenings will be notified to the members. Attendance at such events would fetch club hours.



02

Social Media post

Loyola Press Club has an active instagram and snapchat platform. LPC members can post content in Instapages / IGtv and snapchat to show their creativity. The content should be educative and informative. The Faculty Advisor will scrutinise the appropriateness and the relevance of content before the awarding of club hours.



03

YouTube Videos

Loyola Press Club has an active YouTube channel. LPC members can create content not less than 3 minutes and for a maximum of 15 minutes of run duration. The content should be educative and informative. The Faculty Advisor will scrutinise the appropriateness and the relevance of content before the awarding of club hours. The content should be submitted for approval for uploading to YouTube.

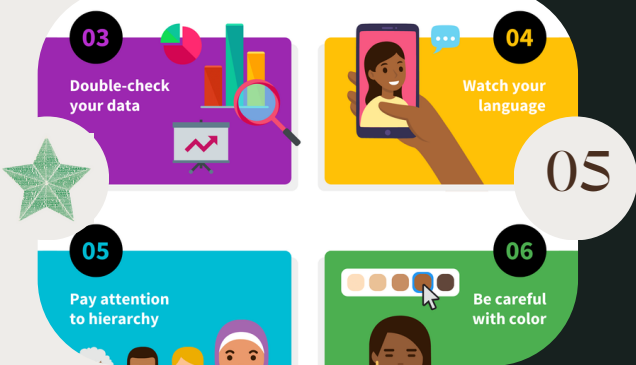


ACTIVITY DESCRIPTION



Magazine

Loyola Press Club members can create magazine belonging to genres and categories of their interest. It is the member's responsibility to convey the area of interest before commencing the design of magazine, to the faculty advisor. The content should be educative and informative. Magazine should be designed and created by the member with a minimum word limit of 2000. The magazine should have original content. Photographs may either be original or copyright free.



Infographic Design & Publication

Loyola Press Club members can create educative and informative infographic in areas of their interest. The infographic can be in the format of a poster or a video animation. It is the member's responsibility to convey the area of interest before commencing the design of infographic, to the Faculty Advisor

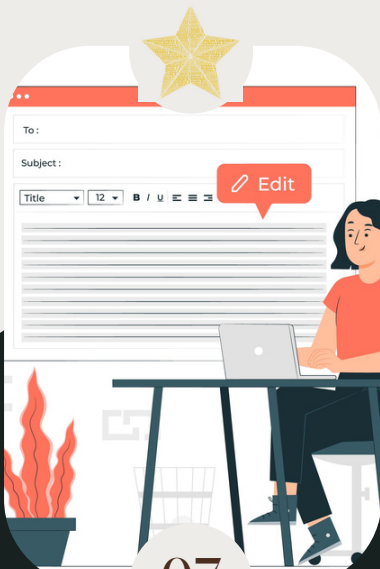


Advertisement Creation

Loyola Press Club members can create advertisement campaigns promoting the activities of LPC. The content has to be original and the format can be print or broadcast or digital media. It is the member's responsibility to convey the area of interest before commencing the design of advertisement, to the faculty advisor. The content will be put under scrutiny by the Faculty Advisor before the awarding of hours.



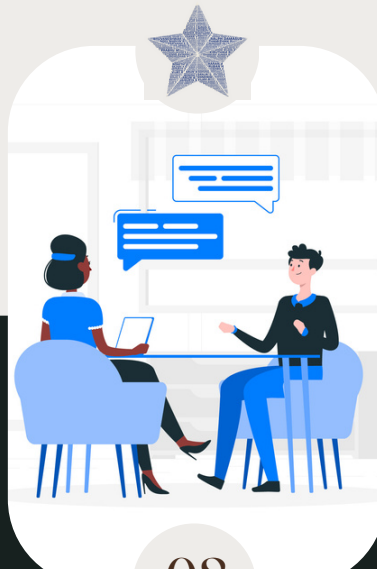
ACTIVITY DESCRIPTION



07

Report writing

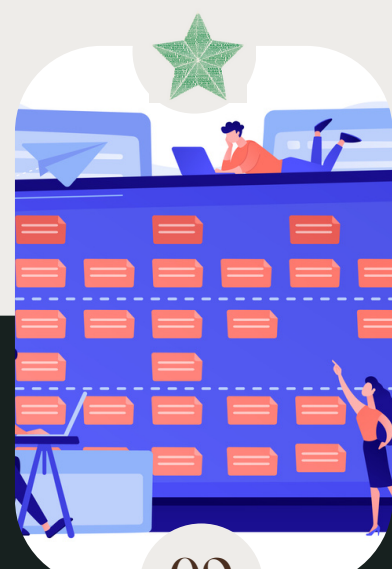
Report writing of activities of the college and the parent department are the main activities of Loyola Press Club. Individual reports should be submitted as and when an event gets over. Weekly reports should be submitted every Saturday with the report of activities conducted in the campus between the preceding Sunday till the submission day. The Weekly report should have atleast 5 reports. Same reports will not be awarded club hours if submitted under weekly and individual report writing.



08

Loyola Talks

Loyola Press Club will initiate the 'Loyola Talks' event which is an event that LPC members will conduct , document and publish the in-person interviews of Teaching staff & Non-teaching staff, Students of the college, whose stories are relevant in being conveyed to the whole college. The interview should be textually documented through textual transcription, yet video interviews are also accepted. LPC members are allowed to create teams to accomplish it.



09

Feature Stories

Loyola Press Club members will be provided with online materials to research and write a feature story. The content has to be original, educational, informative and it will be scrutinised by the Faculty Advisor before the awarding of club hours. LPC has an active blogspot to publish the feature stories of the members. An LPC member is free to choose any relevant topic to write a feature story.



ACTIVITY DESCRIPTION



10

Review Writing

Loyola Press Club organises movie screenings for the members to benefit. Club hours will be awarded to members based on the attendance and submission of original movie review. However, 'Review Writing' is not mandatory for all members attending the movie screening. Reviews can also be submitted for books, products, and other objects of interest for the members.



11

Translation

Loyola Press Club members may assist the club in documenting significant materials that are already available by translating them from Tamil to English. LPC members fluent with both the languages may opt for translating materials provided by the Faculty Advisor and be awarded with club hours by completing the translation task in a stipulated time.



12

Transcription

Loyola Press Club members may assist the club in documenting significant audio/video tracks by transcribing them. The materials will be provided by the Faculty Advisor. The members will be awarded with club hours by completing the transcription task in a stipulated time.



ACTIVITY DESCRIPTION



Q & A sessions

Loyola Press Club members are expected to be pro-active in the events conducted by the club. Members will receive club hours for raising questions during panel discussions, Lectures, Industrial Visits and other interactive events.



Panel Discussion

Loyola Press Club members can voluntarily participate in panel discussions organised by the club as a panelist. The topics for the panel discussion and the dates will be given well in advance for preparation. A panel constituted for a discussion will have a maximum of 5 panelists.



Industrial Visit

Loyola Press Club members will be informed about the industrial visit made to Media Companies / Press Clubs and other relevant places. Club members will be awarded club hours and it is within the discretion of the Faculty Advisor to award the club hours.



ACTIVITY DESCRIPTION



16

Writing-lab exercises

Loyola Press Club provides writing exercises as materials to members as a part of club orientation. The Faculty Advisor will provide information to members on compulsory writing-lab exercises and other exercises that a member can complete by choice, voluntarily. Club hours will be awarded based on submission within stipulated time. Google Classroom will be the supporting platform for writing-lab exercises.



17

Master of Ceremony

The Faculty Advisor of LPC might require the assistance of the office bearers or members of the club in organising various activities that have been listed in the manual. Master of ceremonies, if required, will be intimated in the whatsapp group. Club hours will be awarded to the member for exhibiting such leadership qualities.



18

Documentation

The Faculty Advisor of LPC might require the assistance of the office bearers or members of the club in documenting various activities that have been listed in the manual. The faculty advisor will intimate such requirements in the whatsapp group. Members who help, voluntarily, in documenting the events of the club through, photos, videos and text will be awarded with club hours.





FORMAT – REPORT WRITING

A report should contain the 'Who?', 'What?', 'When?', 'Where?', 'How?' of an activity. A member should observe the activity in-person and produce the report in digital format. LPC members can use MS Word or Google Doc and submit it as pdf. Report submitted to the Faculty Advisor should have the following format:

- Minimum of 350 Words
- Font Type – Times New Roman
- Font Size – 14 [Title]; 12 [Running Text].
- Line Spacing – 1.5
- Text Alignment – [Title-Centre; Text – Left Aligned]





FORMAT – REVIEW WRITING

A review writing should follow the content structure that has been posted in GClassroom. Review submitted to the Faculty Advisor should have the following format:

- Minimum of 750 Words
- Font Type – Times New Roman
- Font Size – 14 [Title]; 12 [Running Text].
- Line Spacing – 1.5
- Text Alignment – [Title-Centre; Text – Left Aligned]





FORMAT – FEATURE STORIES

A feature story should be written based on the content structure posted in GClassroom. LPC member should get prior permission for the area or topic which the member has decided to write a feature story. Feature stories submitted to the Faculty Advisor should have the following format:

- Minimum of 750 Words
- Font Type – Times New Roman
- Font Size – 14 [Title, Sub Title]; 12 [Running Text].
- Line Spacing – 1.5
- Text Alignment – [Title-Centre; Text – Left Aligned]



L O Y O L A
P R E S S
C L U B

Content Creation & Design

DR K. KANNAN PRASAD- FACULTY ADVISOR

Content Layout & Design using...

CANVA | FREEPIK |

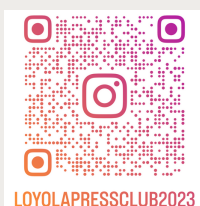
THANK
YOU



@loyolapressclub



<https://loyolapressclub.blogspot.com/>



LOYOLAPRESSCLUB2023



END