

Programme:- M.A ( JMC )  
Subject.

# Editing of **Print Media**

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Topic:- Newspaper  
Organization

Faculty:- Dr. Anjani kr. Jha

**Programme Objective:-** It demonstrates basics of Newspaper Organization.

**Programme Outcome:-** Through this topic the students know about the basics of Newspaper Organization.

**Course Objective:-** This paper has been introduced for the basic concept of the Newspaper Organization. The students have to know about basics of the Newspaper Organization.

**Course Outcome:-** The students can apply their knowledge in Newspaper Organization sectors.

**Learning Outcome :-** The students get immense knowledge about fundamentals of Newspaper Organization.



# Newspaper Organization



# What is Newspaper ?



✧ A newspaper is a publication that is issued daily or weekly and includes local and international news stories, advertisements, announcements, opinions, cartoons, sports news and television listings. It is an important method of letting the public know everything that is happening in their local area and around the world.





# What is newspaper organizations?



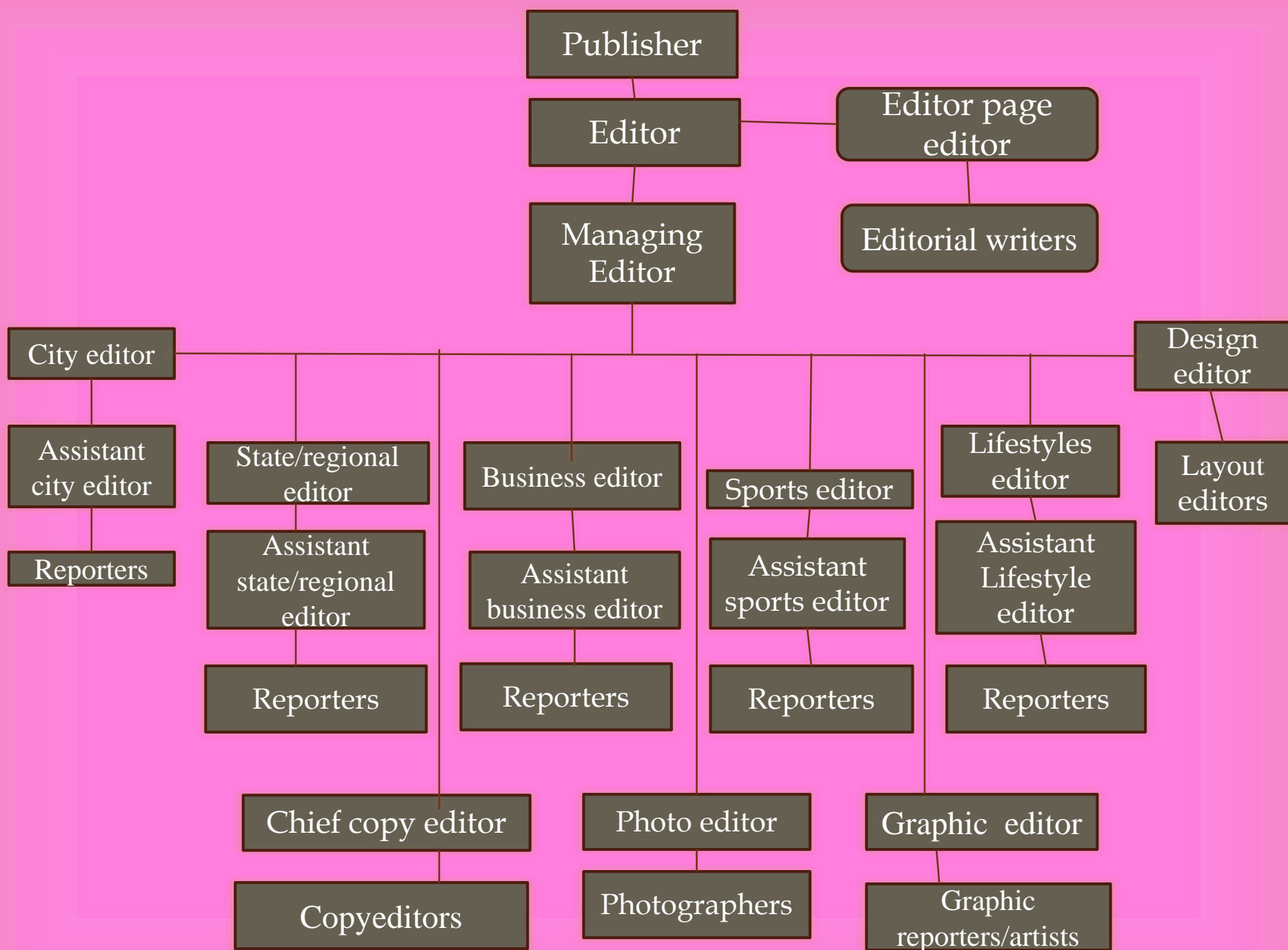
A **news agency** is an organization of journalists established to supply news reports to news organizations: newspapers, magazines, and radio and television broadcasters. Such an agency may also be referred to as a **wire service**, **newswire**, or **news service**.

# Newspaper organizational chart



✧ The chart below shows the organizational structure of most newspapers.





# Departmentalisation in Newspaper Organisation



☞ Newspaper organization has several departments which have their own tasks to be performed with certain staffs taking charges of several jobs.





# Organizational Chart Structure

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- ❧ 1. Editorial Department.
- ❧ 2. Advertising Department
- ❧ 3. Circulation Department.
- ❧ 4. Printing Department
- ❧ 5. Administrative Department.
- ❧ 6. Accounting Department.
- ❧ 7. Stores Department .

# Editorial Department



This department is headed by the Editor who is responsible for :-

- Collection of news.
- Selection of news and features .
- Editing of news and features and Interpretation of news .

The editor of the newspaper alone cannot handle the editing work and is therefore assisted by Chief correspondent, Resident editors, Managing Editors Dy. Editors, Asst. Editors, News Editor (Night and day), Sub-Editors and other functionaries like photographers, cartoonists, feature writers and reviewers. Various types of correspondents are engaged in collection and supply of news to the newspaper's Editorial department.

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# Advertising Department



✧ Advertising is the major source of revenue from a newspaper. As such, the work of collection and publication of advertisements becomes crucial in a newspaper organization. The Advertising department looks after this work. There can be several sections in this department one to look after local advertising, one for classified ads, one for general / national advertising, one for legal advertising and yet another one for preparing copy and so on.



# Circulation Department

*As circulation is the life blood of a newspaper*



∞, The main responsibilities of the circulation department are :-

- Selling the newspaper
- Delivering it and
- Collection from subscribers.



# Printing Department



It looks after all the work of printing including installation of machines, plant layout, composing, processing, loading, scheduling, maintenance of machines etc.

# Administrative Department



✧ This department looks after the general administrative work pertaining to personnel their selection, training, promotion, allotment of work, maintaining leave record, liaison with government departments, general facilities and all such work that facilitates working of other departments. In the absence of a separate legal department the administrative department also handles the work pertaining to legal matters.



# Accounting Department



❧ This department looks after all the accounting work like maintaining books of accounts, preparing balance sheet and other financial statements, payment, receipt, preparation of budget, financial planning, cost control etc.



# Stores Department



It is charged with the responsibility of proper storage of raw material (newsprint) and other materials used in the newspaper office.

# How newspaper organization contribute with each department





# How newspaper organization contribute with each department



- ✧ Newspaper establishments also maintain separate departments from personnel, legal and public relation matters. The personnel department looks after the work of manpower planning and all personnel functions from hiring to firing (selection, training, placements, promotion, compensation, employee welfare, performance appraisal, personnel research, retirement, personnel policy formulations etc).

# How newspaper organization contribute with each department



- ❧ The legal issues are handled by the law department. The work of maintaining public relations of the public relations department. On account of intense competition promotion of news paper has become significant. Truly, newspapers urge others to advertise but seldom make use of advertising and other promotional methods for themselves have a data processing department to carry out data processing functions. Such as department is manned by a data processing manager, computer supervisors, computer operator, key punch supervisor, programmer, systems analysts and control clerk.



Thank you ..

