Standard Operating Procedures

Website Maintenance Committee

Purpose:
To ensure the smooth functioning, timely updates, and accurate content on the college website, providing essential information to students, staff, and the public.

1. Objective:

- Maintain the website with up-to-date content and features.
- Ensure the website is user-friendly and functional at all times.
- Address any technical issues promptly and efficiently.

2. Structure:

- **Chairperson:** Principal
- **Members:** Faculty representatives, and administrative staff.

3. Functions:

- **Content Updates:** Regularly update course details, events, announcements, and faculty information.
- **Technical Maintenance:** Ensure the website is free of errors and troubleshoot technical issues.
- **Security:** Monitor and ensure the website's security to protect data and prevent hacking.
- **User Feedback:** Collect and act on feedback from users to improve the website's functionality.

4. Procedure:

1. **Request Submission:** Departments submit requests for content updates or changes.
2. **Review & Approval:** The committee reviews requests for relevance and accuracy.
3. **Implementation:** Updates and changes are made based on approval.
4. **Testing & Launch:** Test website functionality after updates to ensure smooth operation.
5. **Monitoring:** Regular checks for performance, errors, and security issues.
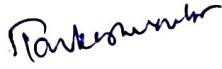
5. Confidentiality & Ethics:

- Maintain confidentiality of any sensitive data on the website.
- Ensure all content is accurate and follows the college's code of conduct.

6. Review & Reporting:

- **Monitoring:** Regular monitoring and review of the website's performance.

Convener

Coordinator, IQAC
IQAC
Coordinator
Panch Pargana Kisan College
Bundu

Principal

PRINCIPAL
Panch Pargana Kisan College
Bundu