CMRCET/PRIN/52/2014/Cir-01.   Date: 02nd August, 2014.

CIRCULAR

With reference to office order vide CMRCET/PRIN/52/2014, dated 30th July 2014. This is to inform to all the members of Website and Publicity Committee that a meeting is scheduled on 04th August 2014 i.e Monday at 11:30 AM in principal conference hall. All the members are requested to attend without fail.

The Agenda of the meeting is:

i)   To Discuss about the SOP, Objectives, Roles & Responsibilities.

Principal

PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

Copy Submitted to: (1)The Secretary Garu – For your kind information Pl.

Copy to:

1.   IQAC Coordinator
2.   Controller of Examinations
3.   All HODS
4.   Administrative Officer
5.   Accounts Officer
6.   Concerned Faculty
7.   Students Notice Board

CMR COLLEGE OF ENGINEERING & TECHNOLOGY
Kandlakoya (V), Medchal Road, Hyderabad -501401.

EXPLORE TO INVENT

Academic Year: 2014-15
WEBSITE COMMITTEE MINUTES OF MEETING

1.   The Meeting was held on 4th August 2014 from 11.30 am to 12:30 pm in the in principal conference hall.
2.   The Chairman welcomed all the committee members
3.   SOP was finalized during the meeting with Objectives, Roles & responsibilities

STANDARD OPERATING PROCEDURE OF WEBSITE COMMITTEE

Purpose:

CMR College of Engineering website committee will be an advisory committee to the CMRCET web executive committee and will have responsibility for providing advice on the development, maintenance and content on the website. They will provide recommendations on the design, graphics, and placement of content and functionality of the website. The mandate of the CMRCET website committee is enhance communication and awareness by providing information.

This SOP provides harmonized operating procedures for posting new content, updating and removing existing content from the CMRCET website. The main objective of this SOP is to ensure that actors, processes and assignments involved in publishing up-to-date and relevant information on the college websites are identified and clear. To ensure efficient updates of the websites, it is necessary to send requests in a timely manner.

- To maintain the college website up to date.
- Collect the data about events occurred in the department such as faculty FDP/Certification/Guest Lecture/other achievement and student achievement.
- Check and edit the information and does proof reading by expected person.
- Update proof read data in the website after approval by the principal.
- Major events report and photographs should post in social media, website and print media.
- Check and fix any broken link.
- Check the data size for free space to upload the data
- Check the data accessing speed.
- Confirm that file and database backup are being automatically performed.

Objective of Website committee

The main objective of the website committee is to provide reliable and day to day updates (Events) information to all the stakeholders of the college. The members of the committee sit together at regular intervals of time to develop website. This committee also provides the information regarding the facilities available in the college and projects the achievements of teaching fraternity and the students. The website committee has a responsible to design a website in more convenient way to fill various applications by the students and staff.

Responsibilities of the committee:

1. To maintain the college website up to date.
2. Revise and update college prospectus.
3. Periodically update the information posted on the website related to their department.
4.   Members should collect events occurred in the department such as faculty FDP/ Certifications / Guest lecturers / other achievements & students achievements / events and update in the website.
5. Major events report and photographs should post in social media, website and print media.
6. The Website Committee shall be responsible for finding appropriate and reasonably priced goods and services to enable the website to exist
7. One of the departments is responsible for publishing event reports with photograph in print media.

CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401.

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The List of Website Committee members attended the meeting:

S. No	Name	Designation	Position	
1	Dr. M.RamlingaReddy	Principal	Chairman	
2	Mr.Rajesh Erukalla	Assistant Professor, CSE	Coordinator	
3	Mr. V. Ravindra	Assistant Professor, CE	Member	
4	Mr. K.Naresh	Assistant Professor, EEE	Member	
5	Mr. Ch.Hari prasad	Assistant Professor, ME	Member	
6	Mrs. C. Nirmala	Assistant Professor, ECE	Member	
7	Ms.J.Saroja	Assistant Professor, H&S	Member	
8	Ms.M.Kusuma	Assistant Professor, CSE	Member	
9	Mr L Ramanjaneya	Assistant Professor, MBA	Member	

Principal

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