CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution with NAAC Accreditation (A Grade)
*Approved by AICTE *Permanently affiliated to JNTUH *NBA Accreditation
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/70/2018/Cir-01.   Date: 20th July 2018.

CIRCULAR

With reference to office order vide CMRCET/PRIN//2018, dated 16th July, 2018. This is to inform to all the members of Website Committee that a meeting is scheduled on 21st July, 2018 i.e Tuesday at 10:30 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

ii)   Work out a plan for upgrading web site.

iii)   Ideas about insuring up to date content on the website.

iv)   Scan through the site looking for out-of-date information.

v)   Reviewing Google analytics to see if there is anything we can improve about the navigation.

vi)   Date for next meeting.

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

Copy Submitted to: (1)The Secretary garu (for kind information please).

Copy to: (1) Deans
                    (2) Controller of Examination
                    (3) All HODs
                    (4) Exam Branch
                    (5) Administrative Officer
                    (6) Accounts Officer

Academic Year: 2018-19
WEBSITE COMMITTEE MINUTES OF MEETING

1. The Meeting was held on 21st July 2018 from 10.30 am to 11:30 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.

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S. No	Name	Designation	Position	Signature
1	Major Dr. V. A. Narayana	Principal	Chairman	
2	Mr.V.Narasimha	Assistant Professor, CSE	Coordinator	
3	Mr. V. Ravindra	Assistant Professor, CE	Member	V. Ravindra
4	Dr.Anand Rajkumar	Assistant Professor, EEE	Member	Anand
5	Mr. A. Sai Kumar	Assistant Professor, ME	Member	Sai
6	Mr.G.Rajesh Kumar	Assistant Professor, ECE	Member	Rajesh
7	Ms. CH. Vidyullatha	Assistant Professor, H&S	Member	vid
8	Mr N Rajender Reddy	Assistant Professor, MBA	Member	N.

Principal

Copy Submitted to: (1) The Secretary Garu - For your kind information Pl.
Copy to:
1. IQAC coordinator
2. Concerned Faculty