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

Date: 16th July 2018

OFFICE ORDER

This is to inform all the faculty and students that website Committee has been formed for the institute with following faculty members of the composition of committee under Website Committee for the academic year 2018-19.

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

Principal

Copy Submitted to: (1) Secretary Garu (for kind information please)

Copy to:

1. Dean(P&D)
2. All HODS
3. Concerned staff
4. Exam Branch
5. PD
6. Library
7. AO
8. Accounts Officer
9. Students Notice Board

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

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iv)   Scan through the site looking for out-of-date information.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

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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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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.

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

    1. IQAC coordinator
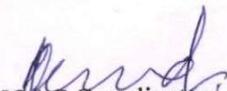   2. Concerned Faculty

Principal

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WEBSITE COMMITTEE
Strategic Perspective Plan for the Academic Year 2018-2019

S.No	Date of Event	Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget For the Event	Details
1	21-07-2018	WEBSITE	Add Committee details to the Website. Major events report and photographs should post in social media, website and print media.	Check the data size for free space to upload the data. Collect the data about events occurred in the department such as faculty FDP/Certification /Guest Lecture / other achievement and student achievement.	-NA-	Add Committee details to the Website. Major events report and photographs should post in social media, website and print media.
2	7-01-2019		To maintain the college website up to date. One of the departments is responsible for publishing event reports with photograph in print media.	Check and fix any broken link. Check the data size for free space to upload the data	-NA-	To maintain the college website up to date. One of the departments is responsible for publishing event reports with photograph in print media.

IQAC Coordinator

Principal

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CMRCET/PRIN/70/2018/Cir-02.   Date: 05th January 2019.

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 7th January, 2019 i.e Monday at 3:00 PM in principal conference hall. All the members are requested to attend without fail.

The Agenda of the meeting is:

i)   Review meeting on the Website updates conducted in current Academic Year.

Principal

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

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

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Academic Year: 2018-19
WEBSITE COMMITTEE MINUTES OF MEETING

With reference to the circular order vide CMRCET/PRIN/70/2017/Cir-02, dated 5th January 2019. A meeting was held on 7th January 2019 with all the members of web site committee.

Summary of Committee Resolutions:

1. Members of committee have gathered in the principal chamber today to discuss the points mentioned in the agenda.

2. Committee members have expressed their opinion on the related to agenda.

3. They have agreed to the points mentioned in the agenda.

4. The committee is required to gather as and when there is requirement.

The List of Website Committee members attended the meeting:

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	A 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. Rajender

Principal

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Copy to:

1. IQAC coordinator
2. Concerned Faculty

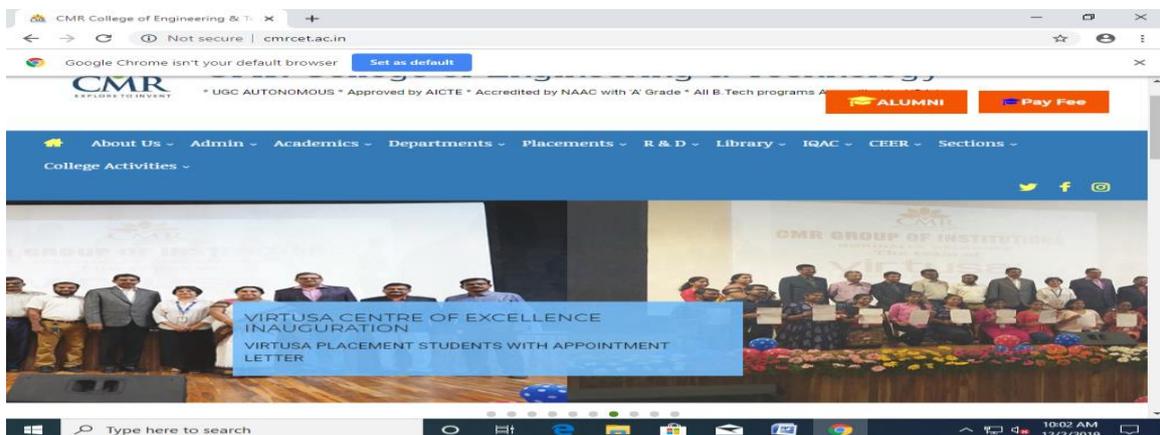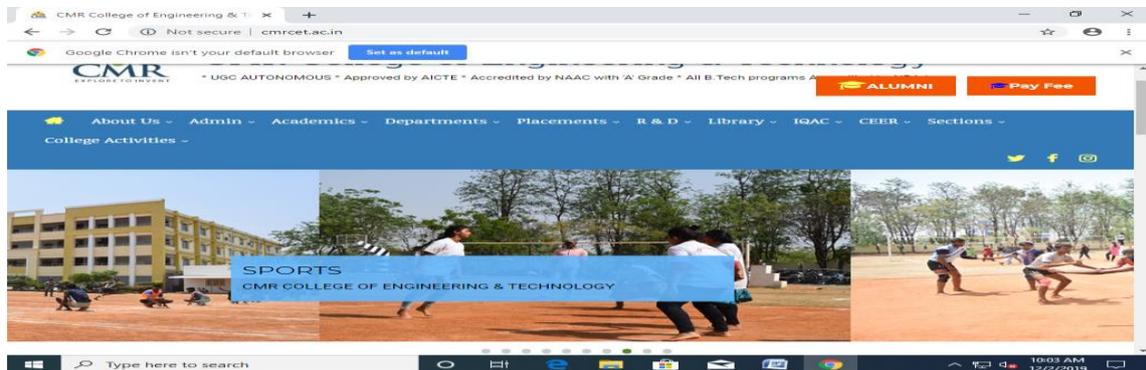![CMR logo]

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Date:10ᵗʰ, May 2019.

To,
IQAC
CMRCET,
Kandlakoya(v),
Medchal Road,
Hyderabad-501 401.

Sub: Annual report for the event of the website committee for the A.Y:2018-19

➢ Committee members reviewed the entire website which is an annual process.
➢ Added Details of new faculties, galleries, activities and achievement.
➢ Corrected the broken links.
➢ Committee members updated placement details.
➢ Tested the browser compatibility.

Coordinator