Standard Operating Procedure

Automation, Computer and Website Committee

The Automation and Website Committee is responsible for providing comprehensive and updated information on the website that reflects the vision and mission of the college. Content for the different heads are furnished through the Department heads and representatives in the committee/Staff committee conveners/Division heads of the college who are responsible for the information provided. Web-links provided on the website for convenience and are not under the supervision or regulation of the college. The AWC members only facilitate organisation and uploading of information, and are not responsible for the information provided on the website.

SOP:

1. The tenure of the AWC members is usually for two years. However, members are changed from time to time.
2. The composition of the committee is made in a way so that every department is represented through the representatives part of the committee.
3. The role of the committee is as follows:
   - Maintaining the website of the college, reviewing information from time to time under different heads.
   - Facilitating website redesigning by inviting tenders when required.
   - Adding and deleting tabs and content on the website as per requirement of UGC, DU, Ranking institutions (NAAC, NIRF) and any other such authorities.
   - Posting of important notices, information and college events on the website.
   - The committee has mechanisms in place for taking feedback from different stakeholders (students, faculty, non-teaching) regarding the content reflected on the website, identifying gaps and addressing them.
   - Hiring and coordination with education management software companies/providers to facilitate the following:
     a. Sectioning of students of different programs
     b. Providing official email id to teaching and non-teaching staff
     c. Preparing content, printing and distribution of student I-cards
     d. Providing software for entering students' attendance and internal assessment. Also computing and maintaining records of attendance and internal assessment.
     e. Promotion updates of students
     f. Performance of other functions as per contract
   - Monitoring of the computer labs, softwares installed, the annual maintenance contract of computers, managing addition of new hardware/software is taken care by the committee at regular intervals.
   - Overseeing the internet connectivity arrangements in college buildings, finding ways of its improvement and giving recommendations to the college administration about the same.
   - Organising lectures/webinars/faculty development programs for the faculty and students on themes like: online study platforms, plagiarism softwares, accessing online resources, using of OPAC, effective use of social media handles, cyber protection software, etc

- Any information to be updated on the college website is to be routed through department heads/ representatives in the committee/Convener/Section head responsible for the respective tab/section.
- Incharges providing specific content for the website should clearly mention the designated space for the content upload on the website.
- Any desired change in the structure/design of the website should be communicated to the committee for consideration.
- Content sent for the website should be emailed to our Senior Technical Assistant, Mr. Rakesh Ranjan (rakesh.ranjan@ihe.du.ac.in). Email for the uploads to be marked to the Convener (ruchira.das@ihe.du.ac.in) & Co-conveners (meena.batham@ihe.du.ac.in, meenakshi.vachher@ihe.du.ac.in) of the committee too.
- For any query/clarification related to content on the website, Mr. Rakesh Ranjan and the Convener/Co-conveners of the committee may be contacted.