



JAIN COLLEGE OF ENGINEERING
(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)

SOP FOR WEBSITE UPDATION AND MAINTENANCE

General:

1. Jain College of Engineering website showcases and communicates our vision and mission to students, faculty and staff, and the stakeholders. For many students, the website is the first glimpse they see of the College; therefore, in its simplest form, Jain College of Engineering website is a marketing tool. It is integral that Jain College of Engineering website projects an image that is consistent with the quality programs and events that make the College dynamic.

Aim:

2. The objective of Jain College of Engineering website is to provide access to up-to-date and well-organized information to students and the stakeholders about registration, classes, programs, events and services. While the website serves as a tool for current students, it is also a vehicle to promote our programs and services to prospective students, their parents, and the society at large.

Scope:

3. The scope of the SOP is to ensure timely and well-organized information updates on the website

Responsibilities:

4. Positions
 - Website In-charge
 - Faculty In-charge from each department
 - Head of Department

Procedure:

5. Procedure for Updating the Website

Sl.	Activities	Responsibility	Target Dates / Days
1	Assign in charge for college website.	Principal	-
2	Website in charge ought to exhibit all the information effectively.	Website in charge	Every working day
3	Website should be monitored	Website in charge, faculty in charges, HOD'S and Principal	Every working day
4	Depute one faculty from each department to coordinate with website updation	HOD'S	-
5	The status of each department web pageshould be monitored.	Faculty in chargesand HOD'S from each department	Every Wednesday.



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6	Academic schedule updation	Faculty in charges and HOD'S from each department	Before the Commencement of each semester.
7	To post the events/ workshop/ conference/ symposium/ students contest /etc.,	Faculty in charges from each department *For Institute level Events data should be submitted by Newsletter Editor	15 days before the commencement of the events
8	News and events Photo gallery update	Faculty in charges from each department *For Institute level Events data should be submitted by Newsletter Editor	Two days after the events
9	Web page details , verification and approval	Principal	As an when required
10	Removal of old data from website	Website in charge	As an when required
11	Archiving of the file in cloud / drive.	Website in charge	Archiving the data just before the removal.

* Institute Level Updates

FLOW CHART

6. Flowchart for website updates



Principal & Director

Principal & Director
Jain College of Engineering
Belagavi - 590 011