Standard Operating Procedure (SOP) for Institute Level Website Committee

Objective:

The purpose of this SOP is to define the roles, responsibilities, and procedures for managing, maintaining, and updating the institutional website. It aims to ensure the website remains functional, secure, user-friendly, and up-to-date, serving the needs of all stakeholders.

1. **Composition of the Website Committee:**

The committee will consist of:

Chairperson: A senior faculty member, often from IT or communications.

Technical Team Lead: Responsible for all technical updates and troubleshooting.

Design and UI Specialist: Manages the design and user interface aspects.

Department Representatives: Faculty or staff from different departments responsible for departmental content.

Student Representatives (Optional): For input on student-related content.

2. **Responsibilities of the Committee:**

Chairperson: Overall supervision of the website committee activities.

Technical Team Lead: Ensuring smooth functionality, security, and technical updates.

Design and UI Specialist: Maintaining a consistent design aligned with the institution's branding.

Department Representatives: Submitting relevant content and updates from their respective departments.

Student Representatives (Optional): Providing feedback on user experience and contributing content relevant to students.

3. Website Management Workflow:

Submission Procedure:

Content updates or new content must be submitted by the Department Representatives or authorized personnel using a standardized content submission form (via email).Content should include text, images, documents, and multimedia (if applicable).Submissions must be reviewed and approved by the respective department head before submission.

4. Website Maintenance Protocol:

Regular Monitoring: Check the website for any broken links, outdated content, or technical issues. Conduct monthly technical maintenance to update software, plugins, and security features. Conduct quarterly content reviews to ensure all information (faculty profiles, course information, and contact details) is up-to-date. Prepare for annual design audits to assess the website's aesthetics, user experience, and functionality for potential updates or redesigns.

5. Communication with Stakeholders:

Regularly communicate with department heads, faculty, staff, and other stakeholders to ensure their needs are met, and their sections of the website remain updated. Inform all stakeholders of any major changes to the website (e.g., redesign, new features) in advance to ensure smooth transitions.

6. Review of SOP:

The SOP will be reviewed annually by the Website Committee to ensure it remains relevant and up-to-date with changing technologies and institutional needs. Any changes to the SOP must be approved by the institution's leadership before implementation.

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