



EDUCATION IS DEDICATION

SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

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Duties and Responsibilities of the Website Committee

1. Information Gathering and Updating:

- Collaborate with various departments, sections, clubs, professional bodies, and administrative committees to collect relevant information.
- Ensure that the website content remains accurate, relevant, and reflective of the organization's activities and announcements.
- Regularly update the website with new information, announcements, and changes sourced from different organizational segments.

2. Website Maintenance:

- Formulate a structured plan for consistent website maintenance, including regular checks for broken links, outdated content, and functionality.
- Maintain a log of website changes, documenting the nature of each change, date of modification, and responsible individuals.
- Ensure that website content accurately reflects the most recent information, announcements, and changes.

3. Website Traffic Statistics:

- Utilize website analytics tools to monitor and analyse user traffic, behaviour patterns, and popular web pages.
- Generate periodic reports to identify trends, user preferences, and opportunities for enhancing the website's user experience.

4. Website Policy and Compliance:

- Develop a clear and comprehensive website policy that outlines guidelines for content creation, updates, privacy, and accessibility.
- Regularly review and update the website policy to ensure alignment with legal and institutional requirements.

5. Financial Statements:

- Maintain records of financial statements related to the committee's activities.
- Document income, expenses, and financial transactions with transparency and accuracy.



6. Procedure and Compliance:

- Create a well-defined procedure detailing the committee's functioning, MoM, encompassing roles, responsibilities, decision-making processes, and compliance obligations.
- Periodically review and update the procedure to ensure its effectiveness and relevance.




Principal
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