



GL BAJAJ GROUP OF INSTITUTIONS MATHURA

Website Maintenance & Development Committee (WMDC)

Functions

- To display Vision & Mission, Core Values, Program Outcomes, Program specific outcomes and course outcomes.
- To disseminate the efforts and the achievements of the College, Students, Staff to the outer world through Website.
- To identify and to update academic, administrative and auxiliary functions.
- To disseminate invaluable marketing and promotions across professional networks.
- To ensure all programmes/courses offered by the institution are updated and displayed on the website.
- To identify strategic initiatives for the website and present it to the Governing Body for review and updating.

Committee Structure

1. Director	Chairperson, Ex-Officio
2. Registrar	Convener, Ex-Officio
3. All Head	Executive Member, Ex-Officio
4. Coordinator, IQAC	Member, Ex-Officio
5. Faculty (from each deptt) (Nominated by the respective HoD)	Member
6. Manager/Officer – T&P Cell	Member, Ex-Officio
7. Faculty Incharge, Alumni Association	Member, Ex-Officio
8. Faculty Mentors of Student Clubs	Member, Ex-Officio
9. Other Committee/Cell Head/Coordinator	Member, Ex-Officio
10. Controller of Examinations	Member, Ex-Officio
11. Mr. Vivek Bhardwaj, Webmaster	Technical Member
12. Student Representative from Student Clubs (Nominated by the Faculty Mentor of that club)	Member

Roles and Responsibilities

Chairperson

- To ensure compliance of the guidelines laid down by the Statutory Bodies from time to time.
- To monitor all aspects of the website including content, information and graphics etc.
- To supervise and make recommendations to remove obsolete or add new features as & when needed.

Convener

- To coordinate with Committee Members to conduct the meetings, discussions on website updation, inviting suggestions for website updation.
- To see all the mandatory and required information are updated on the website on a time-to-time basis.
- To see the data is placed/updated at appropriate places by the Technical Member.

Executive Member

- To ensure that information of his/her department/section is updated at the website in all respects in advance.
- To ensure information/data to be uploaded at the website is correct and no irrelevant information is being uploaded.
- To see that department nominee provides the information of his/her respective department/section / event along with detailed programme & photographs to the Technical Member through email at web.support@glbajajgroup.org within 02 working days of completion of the event/program.

Member

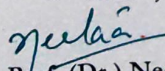
- To provide information of his respective department/section/committee to upload at our website preferably in advance.
- To collect and follow up the data with photos from respective event coordinators in Dept-wise or College events/programs conducted in his/her respective department.
- To verify the data collected from concerned event coordinators and make the data alignment or additions (if missing) with photos and final data to be submitted to Technical Member at web.support@glbajajgroup.org

Technical Member

- To ensure all security measures to protect the website and its allied data/information from any threat.
- To coordinate and update the website regularly.
- For all the completed events, a detailed report along with photographs and news-paper clippings collected to be converted into appropriate formats and to update on the website.
- To Maintain and manage the website data backup & restoring process for all the related college events, reports, photographs etc.
- To identify and implement the website more effectively as well as secure.

Student Representative

- To design manifesto for the events to be held at college level
- Alignment in design that to be used to create event/activity page
- Innovative thoughts for the development of the webpage
- Identifying the bugs involved and resolves with team effort


Prof. (Dr.) Neeta Awasthy
Director