



KOTTAKKAL FAROOK **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

STANDARD OPERATING PROCEDURE WEBSITE DEVELOPMENT & MAINTENANCE

WEBSITE DEVELOPMENT & MAINTENANCE COMMITTEE(WD&MC)

WD&MC is responsible for providing advice on the development, maintenance, and content of college and the Alumni website. They will provide recommendations on the design, graphics, placement of content, and functionality of the Website. The aim of the college website committee is to enhance communication and awareness to the stakeholders on the college. WD&MC supervises all aspects of updating content, training users, and troubleshooting technical issues for the organization of website. Committee has to take measures to remove obsolete features or add new features as needed. WD&MC has to identify and seek the service of faculties & Students and Alumni and web developers to make and utilize their knowledge and technical support to involve in Website Maintenance & Development. WD&MC maintain and manage the website data backup & restoring process for all the related college events, reports, photographs etc. by using themes, and plug-in.

WD&MC collect and follow up the data with photos from concerned event coordinators in Dept-wise or College events. Above all, WD&MC designs the manifesto, logo, posters and notices for the events held at college level.

STANDARD OPERATING PROCEDURE (SOP) FOR WEBSITE DEVELOPMENT & MAINTENANCE COMMITTEE (WD&MC)

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Website Development & Maintenance Committee (WD&MC) at Kottakkal Farook Arts and Science College. The WD&MC is responsible for advising on the development, maintenance, and content of the college and alumni websites, ensuring effective communication and awareness among stakeholders.

2. Scope

This SOP applies to all members of the WD&MC and covers the following areas:

- Website development
- Content management
- Design and functionality
- Training and technical support
- Data backup and restoration
- Event coordination and documentation

3. Definitions

Website Development: The process of creating and improving the college and alumni websites.

Content Management: The process of collecting, updating, and maintaining website content.

Technical Support: Assistance provided for resolving website-related technical issues.

Data Backup and Restoration: The process of creating copies of data and restoring them when needed.

4. Responsibilities

WD&MC Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

WD&MC Members: Participate in meetings, provide input on website development and maintenance, and assist in implementing website updates.

Administrative Staff: Support the implementation and maintenance of the website and its content.

5. Procedures

5.1 Formation of the Website Development & Maintenance Committee The Principal appoints the WD&MC members at the beginning of each academic year.

The committee should include representatives from various departments, technical staff, and students.

5.2 Meetings

The WD&MC will meet monthly to discuss and review website-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Website Development

Provide recommendations on website design, graphics, content placement, and functionality.

Identify and collaborate with faculty, students, alumni, and web developers for technical support and knowledge sharing.

Implement new features and remove obsolete ones as needed.

Ensure the website is user-friendly, accessible, and meets the needs of stakeholders.

5.4 Content Management

Collect data and photos from event coordinators for department-wise or college events.

Regularly update website content to ensure accuracy and relevance. Supervise all aspects of content updating and coordinate with departments for timely submissions.

Maintain a content calendar to schedule updates and ensure consistency.

5.5 Design and Functionality

Develop and maintain a consistent visual identity for the college website, including logo, posters, and notices for college events.

Ensure the website design is modern, visually appealing, and aligned with the college's branding guidelines.

Optimize website functionality to enhance user experience and engagement.

5.6 Training and Technical Support

Provide training to designated users on website management and content updating.

Offer technical support and troubleshooting for website-related issues.

Maintain documentation and guides for website management and troubleshooting.

5.7 Data Backup and Restoration

Establish and implement a data backup plan for website content, including reports, photographs, and other important data.

Perform regular backups and ensure data is securely stored.

Develop a restoration plan to recover data in case of website issues or data loss.

5.8 Event Coordination and Documentation

Design and publish event-related content, including manifestos, logos, posters, and notices.

Coordinate with event organizers to collect information and visuals for website updates.

Ensure timely and accurate documentation of college events on the website.

6. Documentation and Reporting

Maintain records of all WD&MC meetings, decisions, and actions. Document website updates, content changes, and technical issues resolved.

Submit quarterly reports to the Principal on the status of website development and maintenance activities.

7. Review and Revision

This SOP will be reviewed annually by the Website Development & Maintenance Committee.

Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date]. Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all Website Development & Maintenance Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.