Introduction

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE (MITS) 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, MITS website is a marketing tool. It is integral that MITS website projects an image that is consistent with the quality programs and events that make the College dynamic.

Objective:

The objective of MITS 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.

Responsibilities:

- Website In-charge
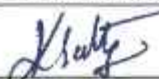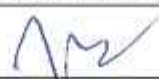- Faculty In-charge from each department
- HoD
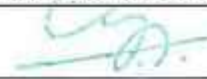
Procedure:

Sl.	Activities	Responsibility	Target Dates/Days
1	Assign in charge for our 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	Faculty in charges from each department	-
5	Sharing of google sheet by Website In-Charge with the assigned faculty of each department for the collection of data.	Faculty in charges from each department	15th Day of every month
6	The status of each department web page should be monitored.	Faculty in charges and HOD'S from each department	Every Wednesday.

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
EOMS Team member	EOMS Team Leader	PRINCIPAL

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

SOP FOR WEBSITE UPDATION AND MAINTENANCE

Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/21
Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 2 of 2

7	Academic schedule updation	Faculty in charges and HOD'S from each department	Before the commencement of each semester.
8	To post the events/ workshop/ conference/ symposium/ students contest /etc.., the event in charges should	All the faculties and HOD's	1 month before the commencement of the events
9	News and events Photo gallery update	All the faculties and HOD's	Two days after the events
10	Web page details , verification and approval	Principal	As an when required
11	Removal of old data from website	Website in charge	As an when required
12	Archiving of the file in cloud / drive.	Website in charge	Archiving the data just before the removal.

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