

## Website Content Scheduler

Sr No	Name of Page	Activities need to be uploaded on the website	Date/ Month in which content to be provided	Target Audience (Who need to provide the content)
01	<b>Department Homepage</b>	<b>Programme Intake</b> on the department homepage & on the Course Offered page	After getting Extension of Approval from AICTE	Admission Committee / AO
		<b>Department/Faculty/Student Achievements</b> along with a photograph or proper proof of receiving an award	Within 24 hours, after receiving Achievement	Respective HoD / Dept Website Coordinator
		<b>Refinement of the complete page</b>	<b>April Month</b>	
02	<b>Vision &amp; Mission Page</b>	<b>Vision &amp; Mission</b> of the Department	If it is changed by HOD /PAQIC / DAC and approved by institutional leadership	Respective HoD / Dept Website Coordinator
03	<b>Academic Governance &amp; Quality Page</b>	<b>Board of Studies Content</b> <ol style="list-style-type: none"> <li>1. Latest BoS Members in word</li> <li>2. Date of BoS</li> <li>3. MoM in PDF</li> <li>4. Photos in 1280 x 853 pixels</li> </ol>	Once in a year, before commencement of ODD Semester <b>(In July or August or September Month)</b>	Respective HoD / Dept Website Coordinator
		<b>PAQIC Content</b> <ol style="list-style-type: none"> <li>1. PAQIC Members in word file</li> <li>2. Date of PAQIC</li> <li>3. MoM in PDF</li> <li>4. Photos in 1280 x 853 pixels</li> </ol>	Twice in a year, after commencement of each Semester -(Within 10 days) <b>[1<sup>st</sup> PAQIC - September Month]</b> <b>[2<sup>nd</sup> PAQIC - March Month]</b>	
		<b>DAC Content</b> <ol style="list-style-type: none"> <li>1. DAC Members in word file</li> <li>2. Date of DAC</li> <li>3. MoM in PDF</li> <li>4. Photos in 1280 x 853 pixels</li> </ol>	4 times / 2 times in a month, (As per the requirement) – <b>(On last day of every month)</b>	

04	<b>Outcome Based Education Page</b>	<b>Course Outcomes</b>	Need to be provided before commencement of every semester <b>(In January and August Month)</b>	Respective HoD / Dept Website Coordinator
		<b>PEO, PSO</b>	If it is changed by HOD /PAQIC / DAC and approved by institutional leadership	
05	<b>Academic Framework Page</b>	Academic Regulation in PDF	Once in a year, before commencement of ODD Semester <b>(In July or August or September Month)</b>	Respective HoD / Dept Website Coordinator
		Academic Calendar in PDF		
		Curriculum / Syllabus		
06	<b>Faculty Page</b>	New Faculty addition	Within 24 hours after Date of Joining	Respective HoD / Dept Website Coordinator <b>(Get confirmation from AO before sending official Email)</b>
		Faculty removal (Resigned)	After submitting the No Dues form	
		<b>Refinement of complete page</b>	<b>After end of every semester</b>	
07	<b>Professional Society Page</b>	Faculty Membership, Student Membership, Institutional Membership Certificates	Within 24 hours, after receiving new Membership	Respective HoD / Dept Website Coordinator
		Deletion of membership (Resigned faculty)	If their name is not appearing in Faculty page	
		Activities Conducted under flagship of society in word file	Before end of every semester	
08	<b>Infrastructure Page</b>	Latest Good looking Normal Photos of Labs Without Student	Before Starting of every academic year (Before Admission Process) / After establishment of any infrastructure	Respective HoD / Dept Website Coordinator
		Latest Photo of Seminar Hall		
		Any other Infrastructure related		
09	<b>R&amp;D and Consultancy Page</b>	Patent grant, patent published, Book Authored, Conference publication, Journal publication, Consultancy / Sponsored projects	After publication within 24 hours	Respective HoD / Dept Website Coordinator
		Student Publication		
		Innovative Teaching Methods	After end of every semester	
		<b>Refinement of the complete page</b>	<b>November Month</b>	
10	<b>Industry-Institute Activities page</b>	MoUs	After MoU signed within 24 hours	
		Internships	After end of the semester	

		Industrial Visits	According to guidelines of website policies	Respective HoD / Dept Website Coordinator
		<b>Refinement of the complete page</b>	<b>October Month</b>	
11	<b>Student Association Page</b>	About and Latest committee Members	After end of the academic year	Respective HoD / Dept Website Coordinator
		Association Activities	After end of the semester	
		<b>Refinement of the complete page</b>	<b>January Month</b>	
12	<b>Event page</b>	Latest featured image	Once in 2 <sup>nd</sup> semester	Respective HoD / Dept Website Coordinator
		List of events	After every event	
13	<b>Newsletter Page</b>	As per our template	After Lab external exams but before commencement of new semester	Respective HoD / Dept Website Coordinator
14	<b>Roll of Honors</b>	Batch, roll number and name of topper	Once in a year, after university results	Respective HoD / Dept Website Coordinator