



Sharada Education Trust ®

CAMBRIDGE INSTITUTE OF TECHNOLOGY NORTH CAMPUS

Off International Airport Road, Kundana, Bengaluru - 562110
(Approved by AICTE, Affiliated to VTU, Recognized by Govt. of Karnataka,
Certified by ISO 9001:2015)

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Website and Social Media Committee

About Website/Social Media Committee:

The Website and Social Media Committee is constituted at CITNC to oversee the development, maintenance, and timely updating of the institution's official website and media. The committee plays a crucial role in ensuring that the website reflects the academic, administrative, and co-curricular activities of the college in a transparent, accurate, and accessible manner.

The committee acts as a central coordinating body, working in collaboration with various departments, cells, and administrative units to collect and publish relevant information in website and in social media. It ensures that the website and medias serves as an effective communication tool for all stakeholders, including students, parents, faculty, alumni, accrediting bodies, and the general public.

The Website/Social Media Committee is also responsible for maintaining compliance with statutory requirements prescribed by regulatory bodies such as NAAC, UGC, AICTE, and the Ministry of Education. This includes uploading mandatory disclosures, policy documents, IQAC reports, and accreditation-related files.

The committee ensures the website and social media is:

- Up-to-date with academic and administrative notifications.
- User-friendly and accessible to all users.
- Technically sound, secure, and mobile-compatible.
- Regularly reviewed for broken links, outdated content, and design improvements.

The Committee meets periodically to review requests for updates, plan new content or design features, and coordinate with the IT team or external developers for technical enhancements

Objectives

- To ensure the institutional website is regularly updated with accurate and relevant information.
- To maintain the website as a comprehensive source of institutional data for stakeholders, including students, faculty, parents, alumni, and accrediting bodies.

- To coordinate with all departments and cells for timely upload of notices, reports, events, and mandatory disclosures.
- To enhance the usability, accessibility, and aesthetic appeal of the college website.
- To ensure that up to date program content shall be uploaded in social media.

Members of the Website and Social Media Committee

Sl. No.	Name of the Member	Designation	Role in Committee
1	Dr. Prasad Naik Hamsavath	Principal	Chairperson
2	Mr. T. Dileep	UI/UX Designer	Member Secretary
3	Mr. Ananth	Programmer	Technical Member
4	Mr. Basavaraj	Administrative Staff	Content Contributor
5	Dr. Rajsekhar M Patil	HOD CSE	Content coordinator
6	Student Representative	Final Year Student	Member (Optional)

Roles and Responsibilities

- Collect content and updates from all departments, cells, and committees.
- Ensure timely upload of academic calendars, notices, circulars, event reports, and achievements.
- Coordinate the design and technical maintenance of the website in consultation with the IT team or external vendor.
- Ensure the website adheres to NAAC and UGC norms, including hosting of AQAR, SSR, IQAC details, policy documents, and institutional best practices.
- Maintain data security, regular backups, and user-friendly navigation.
- Monitor broken links, outdated information, and accessibility issues regularly.
- Assist the IQAC in ensuring compliance-related information is accurately reflected on the website.

Meeting Schedule

- The committee meets at the beginning of each semester and additionally as needed.
- Urgent meetings are called when major updates or redesigns are required.
- Minutes of meetings are documented and shared with the IQAC.

Key Website Sections Maintained

- About the Institution
- Vision, Mission & Objectives
- Departments & Faculty Details
- Academic Calendar & Timetables
- Admissions & Prospectus

- News & Events

- IQAC and NAAC Reports (AQAR, SSR, DVV, etc.)
- Policy Documents
- Student Support Services
- Examination Notices & Results
- Contact Information, etc.,

Compliance Note:

This committee works in coordination with IQAC to ensure all NAAC, UGC, and AICTE-mandated disclosures are accurately reflected and updated on the website and published on social media as per regulatory requirements.

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