

WEB DEVELOPING COMMITTEE-2024-25

Purpose

To design, develop, maintain, and continuously improve the institution's official website and associated web portals, ensuring a user-friendly, secure, and up-to-date digital presence that effectively showcases the institution's activities, achievements, and information..

Functions

- Manage the overall design, layout, and user experience (UX) of the institution's official website.
- Ensure all website content is accurate, current, and updated in a timely manner.
- Implement and maintain web security protocols to protect the website from vulnerabilities.
- Develop and integrate new web-based applications or features as required by various departments.
- Provide technical support and training to content contributors from different departments.
- Monitor website performance, traffic, and search engine optimization (SEO) metrics.
- Ensure the website is mobile-responsive and accessible across all devices and browsers.
- Maintain a backup and recovery plan for the website and its database.

Objectives

- **Optimal Functionality:** Ensure the website is fully functional, fast, and free of errors at all times.
- **Enhanced User Experience:** Provide an intuitive and seamless browsing experience for students, staff, alumni, and visitors.
- **Security & Compliance:** Maintain high security standards and ensure compliance with relevant data protection policies.
- **Content Relevance:** Guarantee that all academic, administrative, and event-related information is current and easily accessible.
- **Digital Innovation:** Continuously explore and implement new web technologies to improve the institution's digital footprint.

- **Event Publicity:** Maximize coverage and attendance for college events through effective publicity.

Committee Composition

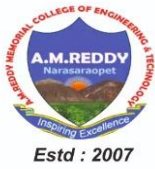
S. No.	Name	Designation	Role in Committee
1	Dr. Ch. Mallikarjun	Principal	Chairman
2	Mrs. P.V. Padmavathi	Administrative Officer	Member
3	Mr. M Bharath	System Administrator	Coordinator
4	Mr. Sk Subhani	Asst. Prof. (CSE)	Member
5	Ms. Ch Rekha	Asst. Prof. (CSE)	Member
6	Mr. K. Ramu	Student Affairs Coordinator	Member Secretary
7	Mr. Susanna	Student – Final Year CSE	Student Representative

Meeting Frequency

- **Semester-wise Meetings:** One at the start of each semester to plan development goals and one post-mid-semester to review progress and address issues.
- **Special Meetings:** Convened as needed for urgent website updates, security issues, or new project deployments.

Reporting & Documentation

- **Minutes of Meeting (MoM):** Recorded for every meeting, detailing decisions and action plans.
- **Website Audit Reports:** Regular reports on website performance, broken links, and loading speed.
- **Update Log:** A record of all content and feature updates made to the website.
- **Security Scan Reports:** Documentation of regular security checks and mitigation actions taken.



A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING AND TECHNOLOGY

(Autonomous)

Approved by AICTE New Delhi, Permanently Affiliated to JNTU - Kakinada, Accredited by NAAC

Recognized by UGC 2(f), An ISO Certified 9001:2015

Vinukonda Road, Petturivaripalem, Narasaraopet, Palnadu District, Andhra Pradesh - 522 601.



- **User Feedback File:** A compilation of feedback received from website users.