Website Development

To help the IT Department to develop the website of Devgad College, we propose the following steps to the taken by Devgad College. We list the FIVE key next steps for website development along with the timelines by which they should be completed. **Please also note the persons Accountable and Responsible for completion of each activity.**

1. **Detailed development plan as per reference document provided to you - by 30th August 2017**. Please send this for review by 30th August.
Accountable and Responsible: Mr Karlekar & team

2. **Research, analysis and evaluation of potential options (3-4 options) for domain hosting and maintenance support - by 23rd August 2017**. Please send the evaluation report along with your recommendation by 23rd August.
Accountable: Mr Karlekar & team
Responsible: Student team guided and supervised by Mr Karlekar and team

3. **Content gathering for all the sections of the website**:
(a) **Identify and assign faculty/ staff members to each item on the revised Sitemap - by 19th August 2017**. Each faculty/ staff member so identified must be informed of the content section(s) that (s)he must provide materials for by 19th August.
Accountable and Responsible: Mr Karlekar & team

(b) **Collate relevant content for each section of the website as per assignment/ allocation and provide to Mr Karlekar's team (point of contact to be identified by his team) by 24th August 2017**. Mr. Karlekar & team to publish list of content sections for which content is pending, if any, along with faculty/ staff members responsible for them, by 24th August, to all concerned.
Accountable: IQAC
Responsible: Faculty/ Staff members who have been assigned content sections

(c) **Check content received from faculty/ staff for updated information (current information), consistency and completeness** - simultaneously with receipt of content from faculty/ staff responsible. This activity must be completed latest by **5th Sep 2017**.
Accountable: Mr. Karlekar & team
Responsible: Student team guided and supervised by Mr Karlekar and team

4. **Determine budget and options for content writing/ creation as discussed - by 23rd August 2017**. Please send me the budget allocation along with the evaluation report of the options, and your recommendation by 23rd August. Please include the number of Level 1, Level 2 and Level 3 pages in the proposed website.

Accountable: Mr. Karlekar & team
Responsible: Student team guided and supervised by Mr Karlekar and team

5. **Updated profiles of ALL faculty and relevant staff members in DIGITAL format, i.e.
SOFT copy - by 23rd August 2017**. All profiles to be submitted by **EMAIL** to Mr Karlekar's
team (point of contact to be identified by his team) by 23rd August.
Accountable: IQAC
Responsible: All Faculty and relevant Staff members

**IT department to issue necessary directions to the concerned faculty members and the
administrative staff.**

IQAC to follow the timeline and schedule meetings to review the work.

Amit Jamsandekar
 Chairperson
Expert Committee

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