IQAC Meeting on Website Upgradation
Held on January 9, 2022 at 2:00pm on zoom

<u>Minutes of the Meeting</u>

A meeting of the faculty coordinators for website upgradation from all the departments was conducted under the aegis of the IQAC to discuss various concerns regarding departmental data updating on the college website. The meeting was attended by 30 staff members including Dr. Lokesh Kumar Gupta (IQAC Coordinator), Dr. Manisha Mathur (IQAC Deputy Coordinator), Dr. Harinder M. Sandhu (Steering Committee Coordinator) and Ms. Sangeeta Pathak and technical coordinators from all academic departments of the College.

Following are the major discussion held and decisions taken during the meeting:

- Dr. Lokesh Kumar Gupta began the meeting by announcing that the student satisfaction survey has already started by NAAC and we will soon start receiving DVV queries now.
- He requested all faculty coordinators from various departments to complete the pending tasks regarding website update on urgent basis. It was suggested to send the department calendars and minutes of meetings of all 5 years (as single pdf for each session to avoid any confusions) today itself to expedite the process. All these things should be directly mailed to Ms. Sangeeta Pathak.
- He also suggested that faculty coordinators should keep checking the website data of their concerned departments regularly and report immediately about any discrepancy, duplication or variations in data to Ms. Sangeeta Pathak for correction.
- Ms. Manisha Mathur also iterated that there should not be spelling errors in website data for which a thorough proofreading is needed.
- Faculty profiles should also be tallied once to crosscheck with numbers of teachers in departments and all teachers must ensure that their data is the same as reported in SSR.
- Ms. Sangeeta informed that data update of some departments including Philosophy, Economics, Maths, Statistics, Comp. Science, History, EVS and Psychology is already done and concerned faculty coordinators can proofread it now. She also requested for pending data from Hindi, English, Psychology and Commerce departments.
- Ms. Sangeeta suggested that departments should provide each event data separately in different folders instead of one single word file. She also shared that converting all Word files into pdf for uploading on the website takes lots of time. Hence the departments should submit all event reports as pdf instead of word files. Photographs for website upload should also be in jpeg format with proper captioning.
- Dr. Lokesh advised that the photographs on the website should be made accessible for Visually challenged users. Even the notices put up on website would need to have access to Visually Disabled. This is one of the global expectations from any institutional website for which we should also aspire. Ms. Sangeeta suggested that the captioning in

images will provide access to screen readers and thus be usable for Visually challenged users also.

- It was clarified that the website will showcase all the major events held during the past 5 years along with the latest ones of present academic session by all departments.
- Dr. Sandhu floated a suggestion that there can be a mechanism where each department can be given their departmental domain on the college website through which they can update their departmental data on their own instead of relying only on one single person managing all website updates of the college. Ms. Ashima suggested that a content management system can be utilized for the purpose where Teacher in charges may have all editing/uploading rights to handle their department content. It was also discussed that all faculty members may not be equally equipped to work with such a technical system but that issue can be addressed through appropriate training and workshops for teachers. Dr. Kiranjeet Sethi also endorsed the idea of decentralising the system of departmental content update but after evaluating its pros and cons before implementing. Dr. Gupta welcomed all the suggestions and ensured that IQAC will take up this idea further with the website upgradation committee to check the feasibility.
- The meeting ended with a vote of thanks by the IQAC Coordinator.

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