K. J. Somaiya College of Engineering, Mumbai-77

(Autonomous College Affiliated to University of Mumbai)

Distribution of Website Upkeep Responsibility

The following are the links and corresponding name **of responsible administrator/person** for update and upkeep data on the website.

Staff who will modify the website will always refer this table to check the authorization. If the authority is mismatched staff should contact Admin Officer / Dean (Academic Programme) for further decision. The **website link in-charges** of college will continuously monitor the correctness and updating level of all the links and if found to be updated should **write a mail with details to Mrs. SRK/Mr. Ashish to update.** For UGC/NBA/NAAC/AICTE/ DTE/University website updating is most important.

The steps for updating data on website which will be requested only by the responsible administrator/person

1. Website password will available with only **two staff members** identified to update the data. No one other should use password under any circumstances. Request to staff members to update the password if system permits.
2. Link in charges should write a mail **to both the staff** who will update with the requisite information/material/data. This will be strictly via email only and oral/written communication should be avoided
3. The staff will update the given data and will mail back to one who requested giving the detail status

Sr. No	Main link	Sub-link	Name of the administrator who will be in-charge of link	Intercom No.	Name of the staff who will update on website
1.	About us	Founder	Admin officer	9002	Primarily Mrs. Sangeeta Kulkarni (9007) will update the data but in case of her unavailability Mr. Ashish Patil (9087) will update. The coordination in this regard will be taken care by both of them
		About KJSCE	Admin officer	9002/9005	
		Ex-Chairman	Admin officer	9002/9005	
		Governance	PA to Principal/ PA to Principal	9003	
		Organization	PA to Principal All individual committee coordinators/key person should communicate to PA to Principal	9003	
		Organization / IQAC	Dr. Sonali Patil	--	
		Chairperson	Admin officer	9002/9005	
		Principal' desk	PA to Principal	9003	
2.	Academics	Department	Department HOD (mail should be sent through HODs account) and Department Website in-charge (they should help HOD to update)	COMP:9075 ETRX:9175 EXTC:9275 IT:9375 MECH9475	

Sr. No	Main link	Sub-link	Name of the administrator who will be in-charge of link	Intercom No.	Name of the staff who will update on website
				HSS:9575	
		Programme and Courses	Department HOD (mail should be sent through HODs account) and Department Website in-charge (they should help HOD to update)	COMP:9075 ETRX:9175 EXTC:9275 IT:9375 MECH9475 HSS:9575	
		Faculty	Mrs. Sushama R.	9010	
		Calendar	Dean(AP) Academic Calendar, Dean (SA) (co-curricular / extra-curricular activity) and Dean(AP) faculty activity calendar	9017/9016	
		Library	Librarian	9020	
		Mandatory disclosure	Registrar/Admin officer/PA to principal/Dean(AP)	9005/9002/9003/9017	
		NAAC SAR	Prof. Arati. S. Phadke	9217	
		Research and Projects	Dr. Kashinath Patil/Dean(AP)	9015/8017	
3.	Admission	UG	Dr. Mani/Registrar/Admin officer/PA to principal	9007/9003/9002	
		PG	Prof. Manish Potey	9117	
		Ph. D	Dr. Kashinath Patil, Dr. N. R. Gilke, Dr. Lekurwale and Dr. R. G. Karandikar	9015/9014/9017	
4.	Exam	Exam TT	Mrs. Anita Kantute	9025/26	
		Exam notices			
		Exam forms			
		Exam rules and regulations			
		Results			

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Sr. No	Main link	Sub-link	Name of the administrator who will be in-charge	Intercom No.	Name of the staff who will update on website
5.	Placements	Placement details	Mr. Patil / Mr. Parmar	9013	Primarily Mrs. Sangeeta Kulkarni (9007) will update the data but in case of her unavailability Mr. Ashish Patil (9087) will update. **The coordination in this regard will be taken care by both of them**
		Current placement			
		Looking back			
		Our recruiters			
		Consolidated placement details			
6.	Student	Council	Dean(SA)	9016	
		Activities	Dean(SA)	9016	
		Entrepreneurship cell - Bloombox	--	--	
		Alumni	Prof.Rohioni Nair and Prof. Era Johri	9111	
		Scholarships	PA to Principal / Admin officer / Registrar / Dean (SA)	9003/9003/9005/9016	
		Other facilities	Registrar	9005	
		Top University details	Registrar	9005	
		Higher studies data	Registrar	9005	
7.	Update	Employment opportunities	PA to principal	9003	
		Notices	PA to Principal / Admin officer / Registrar /HODs/Dean(SA)	9003/9002/9005/9075/9175/ 9275/9375/9475/9575/9016	
		Downloads	PA to Principal / Admin officer / Registrar /HODs/Dean(SA)	9003/9002/9005/9075/9175/ 9275/9375/9475/9575/9016	
		News	Registrar (Mail to be diverted through Registrar)	9005	
		NIRF DCR for 2017	Registrar	9005	
8.	Connect	Event	Dean (SA) and Admin Officer (Mail should be diverted through either Dean (SA) or Admin Officer)	9016/9002	

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9.		Directories	Admin Officer	9002	
10.		Gallery	Dean(SA), HODs and PA to Principal	--	
11.	Home page contents		PA to Principal and Mrs. Sangeeta Kulkarni	9003/9007	
12.	Events		Dean (SA), Admin Officer and Mrs. Sangeeta Kulkarni (Mail should be diverted through either Dean (SA) or Admin Officer)	9016/9003/9007	
13.	What's new		PA to Principal, Admin Officer and Mrs. Sangeeta Kulkarni (Mail should be diverted through either PA to Principal or Admin Officer)	9002/9003/9007	

Date: 02/03/2017   **Principal**