

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING, PUNE

Permanently Affiliated to SPPU | Accredited with "A++" Grade by NAAC
Recipient of 'Best college' award by SPPU | Accredited by NBA (Electrical and Mechanical Engineering)



Vision

**To aspire for the Welfare of Society
through excellence in Science and Technology.**

Mission

Our Mission is to

- ❖ **Mould young talent for higher endeavours.**
- ❖ **Meet the challenges of globalization.**
- ❖ **Commit for social progress with values and ethics.**
- ❖ **Orient faculty and students for research and development.**
- ❖ **Emphasize excellence in all disciplines.**

Website Policy

Marathwada Mitra Mandal's College of Engineering, Pune		
Title: Website Policy		
REV No. 02	REVISED ON: 01/02/2023	DOC NO: MMCOE-PWEB01
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Website Policy

I. College Web Pages (<https://www.mmcoe.edu.in>)

1. The design and content of active public web pages accessible through the mmcoe.edu.in domain are subject to review and approval by the website committee along with higher authority.
2. Each academic department and administrative office with active public web pages accessible through the mmcoe.edu.in domain must review the pages before the beginning of each semester to ensure the information is accurate and up-to-date.
3. Academic department HoD, Deans, and administrative office heads are responsible for certifying each review, which may be conducted by a staff member or committee appointed for that purpose.
4. Academic department heads are also responsible for appointing a department coordinator to provide updated data to the webmaster to make the changes.
5. The department coordinator will keep track of outdated content and report the same to the Webmaster and ensure that the contents related to their department are up-to-date.

II. Functions and Responsibility

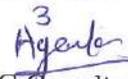
The website committee is responsible for:

1. Oversee, interpret and revise the current website policy.
2. Responsible for adding new policies necessary to respond to new technology or emerging issues pertaining to website operation in general or to the College website in particular.
3. Maintenance and updation of website contents.
4. Keep track of Domain and hosting renewal of mmcoe.edu.in
5. Communicate structural changes to the vendor and get them completed.

Website committee works at two levels, i.e. at the department level and the Institutional level.

- **Departmental Committee:** It is composed of members from each department and acts as a coordinator. The responsibilities of each department coordinator are as follows:

- i) Submit changes related to their department to webmaster@mmcoe.edu.in.

 Website Coordinator Prepared by	 IQAC Coordinator Reviewed by	 Principal Recommended by
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ii) Keep track of outdated content and report the same to the webmaster.

iii) Ensure that contents related to their department are up-to-date.

1. Institutional Committee:

i) Core committee is responsible for updation and maintenance of the website.

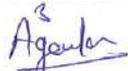
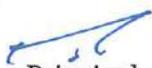
ii) Core committee update data within 24 hours of receiving a mail.

iii) Along with these structural changes, budgeting and communication with vendors are other concerns of the core committee.

III. Web Page Levels of Content and Responsibility

Web pages are classified as College, Departmental, and Student Organization Pages:

- College web pages are considered official web pages of the College. They contain official College information and directly support the College's mission. For Example admission procedure, information about the campus, financial aid, placement, and other areas.
- Departmental web pages are considered official web pages of the College. They include information encouraged by the College but maintained by the respective College departments. All departmental web pages are in direct support of the College's mission. Examples include but are not limited to academic departments, student chapters, campus events, faculty information, and other informational resources. These pages are maintained by Information Content Providers (ICP) in each department with technical services support as needed. Information on these pages is the responsibility of the department head/ and their coordinator. Departments are required to conform to applicable College web design standards. Heads of Academic Departments and administrative and service functions will designate one person, whose name will be notified to the Webmaster, as having responsibility for maintaining that Department's/functional area's web pages. Each Head of Department/ functional area will be responsible for the legal compliance, accuracy and completeness of the content of their web pages. All pages must meet the technical and design aspects of the College's Web Design Standards.

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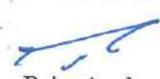
- Student Organization web pages are considered unofficial web pages of the College. They are sponsored and maintained by members of the College faculty, or their student contributors. Faculty sponsors are required to conform to applicable College web design standards. Information on Student Organization web pages is solely generated and maintained by the respective mentor. The College may remove web pages if the organization's members are no longer active, or if the page is not maintained according to College standards.

IV. Use of College Web Pages

1. College and departmental web pages must be informative and consistent with the mission of Marathwada Mitra Mandal's College. College policies and regulations must be adhered to. Any person or group authoring Web pages must be aware of and follow College policies regarding confidentiality, harassment and computer usage. College and departmental pages are intended to communicate information about the College and must not represent the personal views of an individual.
2. Student Organization pages must conform to College policies contained in this document. Faculty members and student contributors are expected to comply with relevant College policies, state and federal law, and any relevant licensing agreements.

V. Web Site Access and Security

- A system of permissions will be established by the CMS and used to protect the security of the College website. The webmaster and staff may be the only employees with full permission to the official College website. Permissions for the core committee will be limited to their areas of responsibility on the website. All employees with full or limited permissions to the College website are responsible for taking all reasonable precautions to protect both the public and developmental website areas from vandalism, hacking and accidental alteration. This includes not sharing computer account information or passwords with others at the College.

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VI. Frequency of Updation

Sr. No.	Month	Contents required for updation	Responsibility
	January	1. Institute Planner 2. Department Academic Planner (Sem-II) 3. Time- table (Sem-II) 4. Report of events conducted 5. Student's achievements 6. Other Departmental data 7. Notices for Students (if any)	- Academic coordinator - Department website coordinators - Event Incharge - Office staff
	February	1. Report of events conducted 2. Students achievements 3. Other Departmental data 4. Notices for Students (if any)	- Department website coordinators - Event Incharge - Office staff
	March	1. Report of events conducted 2. Students achievements 3. Other Departmental data 4. Notices for Students (if any)	- Department website coordinators - Event Incharge - Office staff
	April	1. Report of events conducted 2. Students achievements 3. Other Departmental data 4. Notices for Students (if any)	- Department website coordinators - Event Incharge - Office staff
	May	1. Admission and counseling information	- Admission Incharge - Department website

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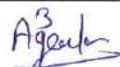
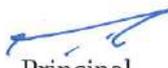
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		2. Report of events conducted 3. Students achievements 4. Other Departmental data 5. Notices for Students	coordinators - Event Incharge - Office staff
	June	1. Institute Planner 2. Department Academic Planner (Sem I) 3. Time- table (Sem-I) 4. Report of events conducted 5. Students achievements 6. Other Departmental data 7. Notices for Students (if any)	- Academic coordinator - Department website coordinators - Event Incharge - Office staff
	July	1. Report of events conducted 2. Students achievements 3. Other Departmental data 4. Notices for Students (if any)	- Department website coordinators - Event Incharge - Office staff
	August	1. Report of events conducted 2. Students achievements 3. Other Departmental data 4. Notices for Students (if any)	- Department website coordinators - Event Incharge - Office staff
	September	1. Report of events conducted 2. Students achievements 3. Other Departmental data 4. Notices for Students (if any)	- Department website coordinators - Event Incharge - Office staff
	October	1. Report of events conducted 2. Students achievements	- Department website coordinators

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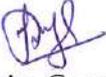
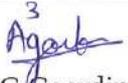
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		3. Other Departmental data 4. Notices for Students (if any)	- Event Incharge - Office staff
	November	1. Report of events conducted 2. Students achievements 3. Other Departmental data 4. Notices for Students (if any)	- Department website coordinators - Event Incharge - Office staff
	December	1. Report of events conducted 2. Students achievements 3. Other Departmental data 4. Notices for Students (if any) 5. Renewal of SSL & hosting space	- Department website coordinators - Event Incharge - Office staff - Website coordinator

- Content updation on daily basis.
- Updation will be done by core committee within 24 hours after receiving a mail.
- Report of content updation and removal will be submitted by departmental web coordinators after every fortnight.

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