



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

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WEBSITE COMMITTEE

STANDARD OPERATING PROCEDURE

1. Objective

The Website Committee SOP aims to establish clear guidelines for efficient, user-friendly and up-to-date maintenance of Website for the medical college, ensuring accurate information for the faculties, students and staff. It outlines the roles, responsibilities, and protocols to ensure a safe, easy, and conducive environment for the stakeholders.

2. Composition of the Website Committee

The Website Committee comprises key members responsible for overseeing various aspects of the website management. Members may include:

- Chairperson of the Website Committee (Dean)
- Vice-Principal and Coordinators
- Representatives from different departments
- Representative from IT department

Committee Members:

S.No.	Name	Designation	Position Held
1.	Dr. R.Jayanthi	Dean	Chairperson
2.	Dr. Muthukumar	Professor	Co-ordinator
3.	Dr.A.N. Prabhu	Associate Professor	Member
4.	Dr.B.Uganath Subash	Professsor	Member
5.	Dr.Jai Vinod	Associate Professor	Member
6.	Dr. Suhasini	Assistant Professor	Member
7.	Dr. Saranya Chitra	Assistant professor	Member
8.	Mr. Rajesh	IT department	Member

3. Roles and Responsibilities

3.1 Chairperson of the Website Committee

Provide leadership and direction to the Website Committee.

Represent the committee in discussions with college administration.



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Chairperson oversees the committee, facilitates meetings, and ensures adherence to timelines and objectives.

3.2 Co-Ordinator and members

Oversee the strategic planning and development of Website.

Coordinate with IT department for support and maintenance of website.

Providing insights on creating, updating, and managing website content, ensuring accuracy, relevance, and compliance with regulations.

3.3 IT department

Manages the technical aspects of the website, including design updates, functionality improvements, and troubleshooting.

Conducts regular inspection to ensure the content accuracy, functionality, accessibility, and compliance with the Institute standards.

Develops strategies to enhance user experience, including feedback mechanisms, surveys, and analytics monitoring.

Implements measures to safeguard sensitive information, ensuring data protection and compliance with privacy regulations.

Provides training sessions and support materials for website contributors, ensuring uniformity and adherence to guidelines.

4. Functions:

The committee meets half-yearly to discuss progress, issues, and upcoming tasks.

Content creation and Updates: Contributors submit content proposals to the committee for review and approval.

Technical changes: IT department implements technical changes as per the committee's recommendations and priorities.

Quality Assurance: Regular audits are conducted to review content, functionality, and security aspects of the website.

Feedback: User feedback is collected and analyzed to identify areas of improvement for updates and enhancements



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5. Documentation

All decisions, actions, and communications are documented for references and further effective modification of the website.

6. Review and Revision

The SOP is reviewed periodically to ensure relevance and effectiveness, with updates made as necessary based on evolving needs and best practices.

6a. Schedule: the committee shall meet biannually or as when needed.

7. Approval:

The SOP is approved by the Chairperson of the website committee before implementation.

8. Enforcement:

Adherence to the SOP is mandatory for all members of the website committee.

9. Budgeting and Resource Allocation

9.1 Annual Budget Planning

Collaborate with the finance department to develop an annual maintenance budget.

Allocate resources based on priorities and anticipated needs.

9.2 Resource Optimization

Explore cost-effective solutions for website activities.

10. Communication

10.1 Communication Plan

Develop a communication plan to keep stakeholders informed of Website activities.

Establish regular updates through newsletters, emails, or bulletin boards.

10.2 Reporting to Administration

Provide regular reports to the college administration on website activities and its challenges.

IQAC COORDINATOR


DEAN
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