



**SAKET GYANPEETH**

NURTURING POTENTIAL

# SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Hindi Linguistic Minority Institution)

(Permanently Affiliated to University of Mumbai)

(NAAC Accredited)

Ref. No.: \_\_\_\_\_

Date: \_\_\_\_\_

## Digital, Media, Website Committee

Sr. No.	Faculty Name
1.	Minakshi Dhande (Chairperson)
2.	Shikha Mourya (Member)
3.	Gauri Daud (Member)
4.	Purnima Singh (Member)

### Objective:

To ensure that the college website is regularly updated, improved and well maintained.

### Responsibilities:

- 1) Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.
- 2) Collect information about the latest events in the institute, achievements etc. and get them posted on the website by way of write ups and pictures etc.
- 3) Update all communications, notices, announcements etc. on a regular basis.
- 4) Strive to make improvement in the website with respect to design, preventability etc. on a continuous basis.