

ASUTOSH COLLEGE
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Date: 28/01/2023

NOTICE

This is to inform you that an online meeting of the website committee will be held on 31/01/2023 (Tuesday) at 12 noon to discuss the following agenda:

- i) Feedback on the issues on existing current website.
- ii) Distribution of the workload regarding website issues and regular updation.
- iii) Miscellaneous.

The GMEET link for the said meeting is: meet.google.com/uqv-zpub-dgk

Vice-Principal

Asutosh College

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ASUTOSH COLLEGE
KOLKATA-700 026



Dated: 31.01.2023

Resolution of the meeting of Website Maintenance Committee

Meeting was held in Online mode through Google Meet
Meeting Time: 12 Noon to 12:30 PM

Members Present:

1. Dr. Sriparna Datta Ray
2. Sri Arnab Kumar Ghoshal
3. Dr. Prabir Rudra
4. Dr. Santanu Chowdhury
5. Dr. Priyanka Roy
6. Dr. Kunal Sinha
7. Sri Sumon Chongder

Agenda:

1. Feedbacks on the issues existing on current website.
2. Distribution of the workload regarding website issues and regular update.
3. Miscellaneous.

Resolutions:

It is resolved that

1. Errors/ Corrections identified by Dr. Parbir Rudra, Sri Arnab Kumar Ghoshal, Dr. Kunal Sinha, Dr. Priyanka Roy and Dr. Santanu Chowdhury, are to be done one by one on our current website. The corrections will be done at the college end by its IT office. Since, the number of corrections are huge, the house anonymously decides that 20 (twenty) corrections will be given to IT office at one go.
2. Since, website has to regularly update based on the mail received, following members will check the official mail and update the information on the logbook for necessary uploading on roaster basis.
 - i. Dr. Santanu Chowdhury : Monday & Tuesday.
 - ii. Sri Arnab Kumar Ghoshal : Wednesday & Thursday.
 - iii. Dr. Prabir Rudra : Friday & Saturday.



It is also decided that the following members of website maintenance committee will review the website for any kind of typos / errors and will mail to its official mail id for next step of action.

- i. Dr. Kunal Sinha
 - ii. Dr. Priyanka Roy.
3. For any kind of corrections and uploading on the website, mail should be sent at first to the website maintenance mail id so that we may keep track of the update in future if any technical issues raise near future. This instruction is to be maintained carefully.