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***Resolution of the meeting of Website Maintenance Committee***  
***Dated. 24<sup>th</sup> January, 2022***

Meeting was held in Online mode through Google Meet  
Meeting Time: 7 PM to 8:30 PM

**Members Present:**

1. Sri Arnab Kumar Ghoshal
2. Sri Supriyo Das
3. Dr. Tathagata Ray Chaudhuri
4. Dr. Avik Kundu
5. Dr. Samir Malakar
6. Dr. Prabir Rudra
7. Sri Debayan Sen
8. Sri Suman Chongder
9. Sri Somnath Das

**Agenda:**

1. Uploading of relevant information on college website in timely manner.
2. Changes / Updating of information in college website.
3. Miscellaneous.

**Resolutions:**

1. The committee anonymously decides that to upload the content on college website, all the documents should be first mailed to [websitemaintenance.committee@asutoshcollege.in](mailto:websitemaintenance.committee@asutoshcollege.in) and it will be then reviewed from college administration. After due approval the relevant content will be uploaded on college website. An excel sheet will be maintained as Log Book that will contain Sl. No., Date, Item to be Uploaded, Sent by Whom, Mail read by, Status, hosted on, Updated on. All the committee members will check the mail on roaster basis.

1. Sri Arnab Kumar Ghoshal - **Thursday**
2. Sri Supriyo Das - **Friday**
3. Dr. Tathagata Ray Chaudhuri - **Tuesday**
4. Dr. Avik Kundu - **Monday**
5. Dr. Samir Malakar - **Wednesday**
6. Dr. Prabir Rudra – **Saturday**

A follow-up will be done by the members of the committee.

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2. We will request all H.O.D.s and Coordinators / Conveners of all the Committees/Units/Cells to send any correction(s) or modification(s) or updating of information to the mail-id of Website Maintenance Committee by 15<sup>th</sup> February, 2022. A notice will be formed by Dr. Tathagata Ray Choudhuri in this regard and will approve from college administration.
3. a) It is resolved that we the members of website maintenance committee will review the website for any kind of typos / errors.  
b) We will provide a format to the Coordinators / Conveners of all the Committees/Units/Cells for updating the information on college website.