Standard Operating Procedures of the College of Engineering Karunagappally Website

Introduction
The College of Engineering Karunagappally website showcases and communicates our vision and mission to students, faculty and staff, and the community. For many students, the website is the first glimpse they see of the College; therefore, in its simplest form, the College of Engineering Karunagappally website is a marketing tool. It is integral that the College of Engineering Karunagappally website projects an image that is consistent with the quality programs and events that make the College dynamic.

It is in the interest of marketing and communications and maintaining a quality website that the Website Task Force has established these Standard Operating Procedures. Our hope is to implement a process in which uniformity, integrity, and consistency are kept intact so that the S College of Engineering Karunagappally website can serve as an effective tool to ourstudents and the community.

Goals
The goals of the Website Task Force are to:
• Create and maintain a user-friendly website that is up-to-date, clearly organized,   and helpful to students and college staff
• Address the need for the website to be accessible to all users
• Be representative of the entire College of Engineering Karunagappally community
• Create a website that is visually appealing and consistent, and is representative of diverse populations

Proposing Changes to the Website
In order to ensure that the College of Engineering Karunagappally website remains consistent, any proposals for changing core design elements, overall site organization, or text on the College of Engineering Karunagappally homepage must be requested to the Website Committee. The decision to implement the proposed change will be up to the Website Committee.

Content Management and Server Access Guidelines

• All College web pages are stored on the web server. To ensure the security and integrity of the server, access will be granted to authorized Server administrators.
• Website Committee will be responsible for uploading web pages to the web server and will be authorized access only to the directories they will be responsible for maintaining. This access should not be shared with anyone.

• Content send from following officials mail id can publish - Principal, Administrative officer, Department HODs.

• Office documents with .... copy to publish in website can also publish.

- Website Committee should regularly review the web pages under their jurisdiction to ensure that they adhere to the Standard Operating Procedures.

- The Senate will be responsible for periodic review of student club or organization pages and will be contacted should any of these said pages be in violation of the Standard Operating Procedures..

Web Page Standards

Good web sites have a clear and coherent message that is presented with an attractive layout. Text should be well written, graphic designs should be eye-catching yet simple, and web pages should be user-friendly, organized and fluid.

Four types of content apply to creating pages on the College of Engineering Karunagappally website:

Required Content
• A template approved by the Website Committee will be provided to Administrators.   For the purposes of continuity and uniformity and to ensure that the entire website is user-friendly, it is recommended that this template is used on all College web pages.
• Active links, not "dead" ones
• Link to College of Engineering Karunagappally homepage (www.ceknpy.ac.in)

Prohibited Content
• Unapproved advertising of any kind
• Content not related to professional or academic use
• Unapproved content promoting private businesses, enterprises
• If copyrighted material is not owned by the administrator, permission for use of copyrighted material must be obtained
• If using the College of Engineering Karunagappally logo, use only the official logo and not a variation

Strongly Suggested Content
• Contact information of the Administrator of the page
• Link to appropriate Department page
• Current, updated information
• Links to educationally or professionally related web pages

Web Page Conventions
The following conventions should be followed when creating web pages:

- Because file names are case sensitive, HTML tags must match file names exactly
- File names can be any length, but no spaces are allowed. Please use underlines or dashes
- Only college-approved web development formats will be supplied and supported

Graphics
Please design for the minimum screen size of 800x600 pixels.