



B.L.D.E. Association's

COLLEGE OF PHARMACY

JAMKHANDI -587301 Dist: Bagalkot-Karnataka

(Approved by Government of Karnataka, Pharmacy Council of India, New Delhi & Affiliated to Rajiv Gandhi University of Health Sciences Karnataka, Bangalore)



Email: principal.copjkd@bldea.org, Phone: 08353-200012 Mob: 9513397410

Ref. No: BLDEA/COP/JKD/20

Date: 24/11/2025

OFFICE ORDER

Sub: Constitution of Website Committee

(Ref: NAAC Guidelines for Website Committee)

In accordance with the guidelines of the National Assessment and Accreditation Council (NAAC) and BLDE SOP, the Website Committee is hereby constituted in BLDEA's College of Pharmacy, Jamkhandi with immediate effect, to develop a system for conscious, consistent, and catalytic improvement in the overall performance of the institution.

Composition of Website Committee

Sl. No.	Name	Designation	Role
1	Dr. B Shivakumar	Principal	Chairperson
2	Mr. Ganesh Shiralashetti	Assistant Professor	Co-Ordinator
3	Dr. Chetankumar M	Associate Professor	Member
4	Mr. Shekhar M Teli	Assistant Professor	Member
5	Mr. Somanath Janawad	Assistant Professor	Member
6	Mr. Ashok Chandaragi	Accountant	Member

Functions of Website Committee:

- To design, develop, and regularly update the institutional website
- To ensure accuracy, authenticity, and timeliness of information published on the website
- To upload academic, administrative, and co-curricular information as per institutional requirements
- To maintain the website in accordance with statutory and regulatory guidelines
- To ensure user-friendly navigation and accessibility of web content
- To coordinate with departments and committees for content collection and updates
- To ensure data security, privacy, and proper backup of website content
- To promote the institution's activities, achievements, and announcements through the website
- To monitor website performance and resolve technical issues promptly
- To maintain proper documentation of website updates and activities



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Objectives of website committee:

- To disseminate the efforts and achievements of the College, students, and staff to the outside world through regular website updates.
- To identify and update academic, administrative, and auxiliary functions of the institution.
- To disseminate valuable marketing and promotional information across professional networks; alumni create a beneficial network and are more likely to be engaged graduates.

Roles and Responsibilities of website committee:

- To supervise all aspects of the Website Committee, including content updates, user training, and troubleshooting technical issues related to the institutional website.
- To review the website periodically and recommend the removal of obsolete content or the addition of new features as required.
- To allocate and involve faculty members and students by utilizing their knowledge and support for the Website Maintenance and Development Committee.
- To coordinate with Website Committee faculty members and technical members to conduct meetings, discuss website updates, and incorporate suggestions received from higher authorities or management.
- To coordinate with the web development technical member to ensure proper placement and presentation of data on the website.
- To maintain and manage website data backup and restoration processes for all related college events, reports, photographs, and records.
- To identify and implement effective website enhancements using appropriate themes and plugins.



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Ref. No: BLDEA/COP/JKD/20

Date:

MINUTES OF THE FIRST MEETING OF WEBSITE COMMITTEE

Date: 25/11/2025

Time: 11:50 am.

Venue: Seminar Hall

Members Present

Sl. No.	Name	Designation	Role	Signature
1	Dr. B Shivakumar	Principal	Chairperson	
2	Mr. Ganesh Shiralashetti	Assistant Professor	Co-Ordinator	
3	Dr. Chetankumar M	Associate Professor	Member	
4	Mr. Shekhar M Teli	Assistant Professor	Member	
5	Mr. Somanath Janawad	Assistant Professor	Member	

Agenda of the Meeting

1. Formation and objectives of the Website Committee
2. Roles and responsibilities of Website Committee
3. Any other matter with the permission of the Chair

Agenda 1: Formation and objectives of the Website Committee

The Chairperson welcomed the members and explained the purpose of constituting the Website Committee as per NAAC guidelines

Resolution:

The formation and objectives of the Website Committee were unanimously approved.

Agenda 2: Roles and responsibilities of Website Committee

The Coordinator explained the duties of the members, emphasizing leadership, discipline, and teamwork.



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Resolution:

It was resolved that all members shall perform their duties and responsibilities.

Agenda 3: Any Other Matter

No other matter was discussed.

Conclusion

The meeting concluded with a vote of thanks to the Chair. The Chairperson encouraged the members to actively participate in institutional development and maintain discipline and integrity.

Signatures

Chairperson

Website Committee

Name: Dr. B. Shivakumar

Signature:

Coordinator

Website Committee

Name: Mr. Ganesh Shivabhetla

Signature: