Website.

Policy number	MEDC_POLICY_02
Policy name	Website
Policy version	Version 2
Standards applicable	MOE Standard 10: Legal Compliance and Public Disclosure
Policy owner	Media & Communications Department
Date of recent modification	16 April 2022
Verified by	Director- Marketing & Communication

i. **INTRODUCTION**

The purpose of the SUC website policy is to ensure clarity and consistency of all the information displayed on the SUC website. The content should be in accordance to the mission, vision, and policies set by the institution. The website is the main source of information about the university and it is necessary to ensure that the content is accurate and contains relevant information.

ii. **PROCESS FLOW FOR UPDATING WEBSITE CONTENTS**

i. The requirements of MOE and MOE Inspection Directorate Standards for the website are disseminated to concerned departments and schools by the IRQAOA department so as to carry out necessary updates for meeting the requirements

ii. In addition, the website sections are reviewed by concerned departments and schools every semester to ensure contents are current and relevant based on structural or operational changes

iii. The responsibility of reviewing and updating the contents for different sections of the website is carried out as per details given in the below table. The concerned unit shall forward the updated contents to IRQAOA department for initial review and the IRQAOA department shall suggest required updates in the website contents if any

iv. The concerned unit shall update website contents based on IRQAOA suggestion and forward it to VC for further review

v. VC shall review the contents and suggest updates if any

vi. The concerned unit shall update website contents based on VC recommendation if any and submit updated contents to VC or final approval

vii. Media and Communication department shall ensure that the contents approved by VC are published on the website

iii. RESPONSIBILITY AND AUTHORITY

Website Section	Responsibility of reviewing and updating the website content	Review and suggest amendment of the content if required	Final Approval before the website update	Frequency of review
Institutional updates	IRQAOA department	VC	VC	Semester
Program updates-School of Business	Dean-SOB	DIRQAOA & VC	VC	Semester
Program updates – School of IT	Dean-SOIT	DIRQAOA & VC	VC	Semester
Departmental updates	Heads of Department or Department in charge	DIRQAOA & VC	VC	Semester
Faculty details & Employee Directory	Human Resource department	Dean of respective Schools & VC	VC	Semester
News and events	Media and Communication Department	DOMC & VC	VC	Continuous