ST. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014.

WEBSITE/IT/ICT COMMITTEE: 2016-17

MINUTES OF MEETING

Date: 7-9-2016

A meeting of Website/IT/ICT Committee was conducted on 7-9-2016 in Board Room of MG Block, SMEC.

Agenda: Regarding Website Monitoring and Maintenance

Website/IT/ICT Committee

S. No.	Name of the Faculty	Designation	Dept.	Signature
1	Mr. Shraban Kumar	Convener	IT	
2	Mrs.T.Saritha	Member	CSE	
3	Mr. R V Sudhakar	Member	CSE	
4	Mr.Ravi Teja	Member	IT	
5	Mr. Mruthyunjay	Member	CSE	
6	Mrs.Varalaxmi	Member	IT	
7	Mrs.Keerthi	Member	IT	

Points Discussed:

1. Update time references and copyright in footer of your website or other locations
2. There was a discussion about managing communication with website visitors
3. Develop a priority listing of desired design and functionality enhancements
4. Easy management and utilization of images, files, documents, media

Convener