



VIVEK EDUCATION SOCIETY'S VIVEK COLLEGE OF COMMERCE

VIVEK COLLEGE ROAD, GOREGAON WEST, MUMBAI – 400104.

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PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI, ACCREDITED BY NAAC

Policy Document for Website

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Introduction:

The website is the reflection of our Institution. The institution portrays its profile, general information and activities carried out at institutional, department, association/committee level through the medium of the website. We cater to the services of all stakeholders.

Objective:

The prime objective of the institutional website is to provide all information related to administrative, academic, co-curricular and extra-curricular activities and achievements of the college through the digital platform.

Standard Operating Procedures:

- The College Website is hosted under the domain vivek-college.org with SSL certificate maintained by third party software service provider.*
- The College Website is managed by the website committee whose members are appointed by the Principal.*
- The Committee members conduct meetings regularly to review smooth functioning and upgradation if any needed for the website.*
- The department/association/committee/individual shall take authority in entirety for the content to be displayed on the website.*

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- The content to be uploaded has to be verified by department/association/committee head and then mailed to the website committee at vivekcollegewebsite@vivek-college.org
- The committee shall upload the content within 48 hrs.
- Any suggestions regarding the website upgradation are reviewed by the committee before implementing.
- The information uploaded on the website are communicated to the students via various digital platforms and to the parents through Orientation and PTA programmes.
- The website links to external links and sites to provide digital educational services with minimum search.
- The information provided by the users of this website shall be purely confidential and will be solely used for educational purpose.
- We disclaim any warranty that the website will be operational and available at all times or will be error free. However, we strive to make the website available at all times through our hosted server and improvise on providing error free content services.



CA. Shrikant Marathe
IQAC Coordinator



Dr. Vijetha Shetty
Principal

Updated on 19th April 2021

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