

**Report of Website Maintenance Committee**  
**Government College Nalagarh**  
**Session: 2024-25**

**Committee Members (2024-25)**

- **Dr. Ankur Sharma** – Convenor
- **Sh. Pankaj Sharma** – Member
- **Smt. Kirti Chaturvedi** – Member
- **Jatinder Singh** – Member
- **Sh. Ashish Kumar** – Member



**Activities Undertaken (2024-25)**

The Website Maintenance Committee of Government College Nalagarh carried out the following activities during the academic session 2024-25:

**1. Website Content Updates**

- Regular uploading of academic and administrative notices.
- Updated information related to admissions, examination schedules, and academic calendar.
- Updating of faculty profiles and departmental information.
- Added photographs and reports of events conducted by the college.

**2. Technical Maintenance & Security**

- Periodic updates of website plugins, themes, and hosting software.
- Conducted routine security checks to ensure safe browsing.
- Renewal and verification of SSL certificate for secure access.
- Rectified minor technical glitches and display errors reported by users.

**3. Data Backup & Record Maintenance**

- Implemented weekly backup of website database and media files.
- Verified backup restoration process for safety and continuity.

**4. User Support & Issue Resolution**

- Provided timely support to departments for uploading materials.
- Resolved issues related to incorrect links, formatting, and file uploads.
- Responded promptly to requests from the Principal Office and Examination Cell.

**5. Enhancements in Usability & Navigation**

- Reorganized key sections such as Notices, Downloads, and Academic Resources for better navigation.
- Improved layout of the homepage for quick access to important information.

#### 6. Monitoring & Analytics

- Monitored website traffic patterns to understand user needs.
- Identified frequently visited sections and optimized them accordingly.

#### 7. Coordination With Departments

- Collected updated departmental information for publication.
- Guided faculty members on formatting and submitting website content.

#### Signatures of Committee Members

1. Dr. Ankur Sharma – Convenor



2. Sh. Pankaj Sharma – Member



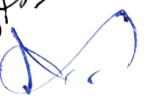
3. Smt. Kirti Chaturvedi – Member



4. Jatinder Singh – Member



5. Sh. Ashish Kumar – Member



Approved by:  
Principal

Government College Nalagarh