

**MODALITIES FOR ACQUIRING AND UPLOADING INFORMATION
IN THE PRAGJYOTISH COLLEGE WEBSITE
(For in-house circulation only)**

1. A designated box is being kept in front of the Principal's office chamber for receiving all information/data intended to be uploaded in the college website
2. Any Department intending to organize any event within/outside the college campus shall inform the Principal/IQAC Coordinator well in advance in writing. The pertinent information will be uploaded in the college website in a proper format, after being scrutinized by the Website Development and Maintenance Committee (WDMC)
3. All individual achievements by teaching staff members/non-teaching staff members/students are to be dropped inside the designated box in the form of a brief write-up, with due approval of the Head of the Department concerned, if the pertinent information is intended to be uploaded in the college website
4. All information pertaining to the activities/achievements of different associations/ committees/ councils/ societies/ unions/ units etc are to be dropped inside the designated box in the form of a brief write-up, duly signed by the Head/Convener/Coordinator/President/Secretary etc of the concerned body, if the pertinent information is intended to be uploaded in the college website
5. All categories of information as outlined in clauses 2, 3 and 4 as stated above, may also be sent as e-mail attachments in editable format to the following e-mail ID:

pragcollegewebsite2017@gmail.com

6. Before being uploaded in the college website, the WDMC shall edit all the acquired information, into an editable format and obtain the final approval of the IQAC in the standard format
7. All information that is intended to be uploaded into the college website will have to reach the WDMC within seven (7) working days after completion of any event
8. All suggestions regarding further improvement/development of the college website may be intimated/forwarded to:

1. Dr. Manjit Kr. Mazumdar

Coordinator, IQAC, Pragjyotish College, Guwahati – 781 009

Phone: 98640-51126 (M) 97064-33118 (WhatsApp) E-Mail: mmazumdar2003@yahoo.co.in

2. Nayan Mahanta

Coordinator, WDMC, Pragjyotish College, Guwahati – 781 009

Phone: 70025-71450 (M) 88768-40239 (WhatsApp) E-Mail: pragcollegewebsite2017@gmail.com