

## Standard Operating Procedure (SOP): Website Creation & Updation

Effective Date: 01-Nov-2025

**Purpose:** In view of previous experiences where website management by non-technical staff led to issues such as hacking, layout distortion, and data loss, all website activities will henceforth be managed exclusively by the IT Department. Institutes and departments shall follow the process defined below for any website-related updates or requests.

### 1. Website Content Updating & Suggestion Process

- Any content, update, or modification request must follow this sequence:

**Principal/Institute → Departmental HOD Verification → Final Copy to IT Desk**

- The Departmental verification and approved final copy should be shared to the IT Department through email or WhatsApp, for the final publish on the website.
- The IT team will review technical feasibility, make necessary optimizations, and publish the update on the website.



### 2. Website Administration Responsibility

- All website administration, including creation, maintenance, design, and security updates, will be handled solely by the IT Department's professional team.
- From all the institutions a dedicated person to be assigned for forwarding necessary data for their respective website updating

### 3. Data & Content Submission Protocol

- All data, media, or content intended for upload should be forwarded to the IT Desk only through respective Departmental channels (not by individual faculty or staff members).
- Departments bear responsibility for verifying the accuracy, authenticity, and formatting of all submitted data.

### 4. General Guidelines

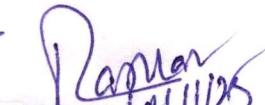
- Departments should maintain a record of all requests and updates sent to the IT Desk.
- Urgent or time-sensitive updates (e.g., examination results, notifications) should be marked clearly in the communication subject line.
- All instructions and approvals must be in written form (Email/Official WhatsApp).
- Verbal instructions will not be entertained for content upload or change.

### 5. Contact Information

For any Website related or policy clarifications, contact

- **IT Department:** Ashraful Hussain, IT Executive  
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- **HR Department:** Mosrul Alam Chowdhury, Sr. HR Executive  
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