



## **Website Management & Update Policy of JSS Academy of Higher Education & Research**

### **Preamble:**

JSS Academy of Higher Education & Research recognizes the importance of maintaining an informative, user-friendly, and up-to-date website that accurately represents the institution's mission, values, academic programs, research activities, and administrative services. The Website Management & Update Policy outlines the guidelines and procedures for managing and updating the official website of JSS AHER.

### **Policy Objectives:**

The primary objectives of the Website Management & Update Policy are as follows:

- **Accuracy and Consistency:** Ensure that the content presented on the website is accurate, up-to-date, and consistent with the institution's identity and messaging.
- **User Experience:** Provide a user-friendly and intuitive online experience for visitors, including students, faculty, staff, prospective students, researchers, and the wider community.
- **Compliance:** Adhere to relevant laws, regulations, and industry standards related to web accessibility, data privacy, copyright, and intellectual property.
- **Transparency:** Clearly communicate the roles, responsibilities, and procedures for website management and updates to relevant stakeholders.
- **Alignment with Institutional Goals:** Ensure that the website reflects the institution's strategic goals, academic offerings, research achievements, and community engagement efforts.

### **Website Management Roles and Responsibilities:**

- **Web Management Team:** A designated Web Management Team consisting of representatives from the Office of Communications, Information Technology, academic departments, and administrative units shall be responsible for overseeing the website's management and updates.
- **Content Owners:** Each department, unit, or division shall assign a Content Owner who is responsible for the accuracy, relevance, and timely updates of the content related to their respective areas.

### **Content Review and Approval Process:**

- **Content Creation:** Content Owners shall create or update their respective content based on accurate and relevant information.
- **Review and Approval:** Content shall undergo a review process to ensure accuracy, compliance, and alignment with institutional messaging. The designated department head or supervisor shall review and approve the content before submission to the Web Management Team.

### **Update Frequency:**

- **Timely Updates:** Content Owners shall ensure that the information on their respective webpages is updated in a timely manner to reflect changes, developments, and upcoming events.
- **Routine Review:** The Web Management Team shall conduct routine reviews of the entire website to identify outdated or inaccurate content that needs to be updated or removed.

### Web Accessibility and User Experience:

- **Accessibility Compliance:** The website shall comply with web accessibility standards, ensuring that all users, including those with disabilities, can access and navigate the content.
- **User-Centric Design:** The website's design shall prioritize user experience, ensuring ease of navigation, clear organization, and responsive layouts for various devices.

### Copyright and Intellectual Property:

- **Copyright Clearance:** Content published on the website shall adhere to copyright laws and regulations. Proper attribution shall be given to external sources and authors.

### Data Privacy and Security:

- **Data Protection:** Personally identifiable information (PII) and sensitive data shall be protected according to data privacy laws and regulations.

### Review and Update of the Policy:

The Website Management & Update Policy shall be reviewed periodically to ensure its relevance, effectiveness, and alignment with evolving web practices and institutional goals. Any proposed amendments to the policy shall follow the institution's policy amendment process and receive appropriate approvals. In coordination with the Office of the Registrar and Vice Chancellor, the Information Technology (IT) Division shall be responsible for the implementation and enforcement of this Policy of JSS AHER.

The Website Management & Update Policy serves as a guideline for maintaining an accurate, accessible, and user-friendly website that effectively communicates JSS Academy of Higher Education & Research's values, achievements, and offerings to its stakeholders.

Date of Implementation: 01.01.2017

Date of Last Review: 01.01.2023

Date for Next Review: 01.01.2026

