Office of the Principal

Government Degree College Uttersoo

گورنمنٹ ڈگری کالج اُترسو(کشمیر)

Uttersoo—Shangus, Anantnag, Jammu & Kashmir – 192201

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No.: GDCUT/2024/ Web&SM/ 983   Dated: 16/11/2024

N O T I C E

Sub: Compliance with **Circular** on Updating College **Websites** and **Social Media Handles**.

Ref: No.: **DC-HE/K/2024/1912**; dated: **21-10-2024**

As per the directive issued by the Directorate of Colleges, Higher Education Department, Jammu & Kashmir, it is imperative to comply with the guidelines outlined in Circular No.: **DC-HE/K/2024/1912**; dated: **21-10-2024**, regarding the update of the college websites and social media handles.

Update of College Website:

No.	Key Requirement	Plan-of-Action
1	**Program Information:** Ensure detailed descriptions of programs and courses offered, including entry requirements, program objectives, and outcomes, are prominently displayed on the website.	**Convener-Admissions to:** → Compile **UoK & CUET [UG]** requirements/ eligibility criteria for each of the Major/Minor/MD/SEC courses. **Heads and Coordinators to:** → Compile structure of the course[s] taught by the department. → Prepare Objectives & Outcomes of the course[s] & programme[s] of the department.
2	**Fee Information:** Clearly and accurately, present the fee structures for various programs.	**Convener-Admissions** to compile & provide combination-wise fee structure to all the heads & coordinators.
3	**Prominent Alumni:** Highlight profiles of eminent alumni and their quotes.	**Heads and Coordinators to:** → Gather information about the eminent alumni from the Alumni Association → Upload the information on the website.
4	**Faculty Profiles:** Each permanent faculty member should have an individual web page highlighting their personal and professional achievements & CVs. Faculty members should manage and regularly update their profiles.	**Convener, Website & Social Media to:** → Create profile of each faculty member. → Ensure the **CV/Resume** [preferably in Google Docs] is uploaded in their profile. → Link the **LinkedIn** account with their Faculty Profile.
Social Media Presence:		
5	Maintain an active presence on platforms such as Facebook, Instagram, Twitter/X, and WhatsApp Channels	**Convener, Website & Social Media to:** → Create & share Profiles on the social media platforms: *Facebook, Instagram, Twitter/X, WhatsApp Channels, LinkedIn*
6	Ensure students follow the official social media handles, which should be prominently displayed on the college website and throughout the campus.	**Convener, Website & Social Media to:** → Create & display the **handles** on the website. **Heads and Coordinators to:** → Share the **social media handles** with the students & ensure they follow them.
7	Post all relevant information & activities on the website & social media handles.	The entire website CMS user group [already created] is requested to update the website & social media handles regularly & timely.

Please treat the matter with the urgency and ensure compliance by 22 November 2024.

Copy To:
1. All the Heads & Coordinators of Departments, for compliance,
2. Coordinator—IQAC, for information,
3. Office Records.

UMMAR   MUHAMMAD
IN-CHARGE—WEBSITE & SOCIAL MEDIA

PRINCIPAL

Government of Jammu and Kashmir
Directorate of Colleges
Higher Education Department

The Principal,
Government Degree College/GCET
UT of Jammu & Kashmir.

Subject: **Update of College Websites and Social Media Handles**

Sir/Madam,

In today's digital world, a well-maintained website and active social media presence are vital for colleges. A website provides essential information on programs, admissions, and faculty, while social media enables real-time engagement and quick updates. Together, they enhance the institution's visibility, enhance communication, and reflect a modern, credible image that appeals to both prospective and current students.
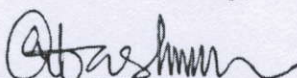
In this context, you are requested to ensure that the information displayed on the college website is updated regularly. Further, please ensure that the following information is prominently displayed on your college website:

- **Program Information:** Detailed descriptions of the programs and courses offered by the college, including entry requirements, program objectives, and outcomes.

- **Fee Information:** Clear and accurate information regarding the fee structures of various programs.

- **Prominent Alumni:** Profiles of eminent alumni and their quotes.

- **Faculty Profiles:** Each permanent faculty member should have an individual web page showcasing their personal and professional achievements and display their current CVs. These profiles should ideally be managed by the faculty members themselves to ensure regular updates.

Additionally, the college must maintain an active presence on popular social media platforms such as Facebook, Instagram, Twitter/X, and WhatsApp Channels. Colleges should ensure that the students should follow these official social media handles. These social media handles should also be prominently displayed on the college website and throughout the college campus.

All relevant information/activities carried out by the college should regularly be posted on the college website and official social media handles.

Yours Sincerely,

Dr. Sheikh Ajaz Bashir
Director Colleges, J&K
Higher Education Department
Dated: 21 -10-2024

No.: DC-HE/K /2024/1912
Copy to:

1. PS to Commissioner/Secretary to Government, Higher Education Department for information of the Commissioner/Secretary.
2. Office file/Master file.