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Date 20/09/25

NOTICE

Constitution of Committee for Social Media Branding & Website Updation

In order to strengthen the digital visibility of the Institution and to ensure systematic and timely updation of the official website and social media platforms, a Committee is hereby constituted with immediate effect.

Committee Members:

Name	Designation	Contact.No.
Mr. Kumar Sanu Deptt of Civil Engg	Convenor	8109828145
Mr.Kailash Sahu Deptt.of Pharmacy	Co-Convenor	8770781660
Mr. Kartik Dhiman Deptt. of Law & Education	Member	9977089834
Mr. Mohit Tiwari, Department of Computer Sceience & Engg	Member	9752728465
Mr. Vivek Tiwari Deptt.of Admin	Member	9584004898

Role and Responsibilities

- To formulate strategies for enhancing the Institution's image and outreach through social media.
- To ensure accuracy, relevance, and timely updation of information on the official website.
- To maintain uniformity and consistency in all digital communications of the Institution.
- To coordinate with all Departments for collection and dissemination of content.
- To review, monitor, and submit periodic reports regarding social media and website activities to the undersigned.

The Committee shall assume responsibility with immediate effect and function until further orders.


Director

Copy to: -

- 1) Chairman / Secretary/ CEO/ Group Director for kind Info
- 2) Dean/ Principal/ Registrar for information &n.a
- 3) Admin. Officer/Account Officer for information. &n.a
- 4) All HODs / All staff members for information &n.a.
- 5) Notice Boards/Web-site/MIS for information.
- 6) Master File