

## MINUTES OF THE MEETING WEBSITE COMMITTEE

DATE: 13/07/2023

### MEMBERS PRESENT:

Dr. Harvey Thomas

Dr. Amal E. A

Dr. Sharon Vincent (Coordinator)

Dr. Albert Baby

Dr. Ajay Soman

Dr. Jovin Cherian

Mrs. Greeshma Kuriakose (IT representative)

The meeting commenced at 10.30 a.m in the boardroom.

### Agenda:

- Review of the Current Website
- Content Update for NAAC - SSR
- Mobile Responsiveness
- Security Measures
- Social Media Integration
- Upcoming Events Page

Dr. Harvey Thomas initiated the discussion by presenting an overview of the current website's performance and functionality. Each member shared their observations and suggestions for improvements. Dr. Amal E. A provided insights into the user interface and user experience aspects.

Dr. Sharon Vincent discussed the need for updated content, particularly in the news and events section.

The committee discussed the importance of ensuring the website is fully responsive on various devices. Dr. Ajay Soman emphasized the need for a mobile-friendly design to cater to the increasing number of users accessing the site through smartphones and tablets. Dr. Jovin Cherian highlighted the importance of implementing robust security measures to protect sensitive data and user information especially pertaining to SSR. The committee agreed to conduct a security audit and implement necessary measures.

Dr. Albert Baby proposed integrating social media platforms to enhance the website's reach and engagement.

Dr. Harvey Thomas presented a budget proposal for potential website enhancement for SSR related documents. The meeting was concluded by vote of thanks by Dr. Sharon Vincent.

*Sharon Vincent*  
(Coordinator)

Action taken report of the previous meeting:

The website was inaugurated by Chairman Shri. K. M. Moosa. Subsequent updates and restructuring were carried out specifically for the inclusion of SSR-related web links and documents.

*Sub  
(Coordinate)*



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605

## MINUTES OF THE MEETING WEBSITE COMMITTEE

DATE:10/01/2024

MEMBERS PRESENT:

Dr. Harvey Thomas

Dr. Amal E. A

Dr. Sharon Vincent (Coordinator)

Dr. Albert Baby

Dr. Ajay Soman

Dr. Jovin Cherian

Mrs. Greeshma Kuriakose (IT representative)

The meeting commenced at 10.30 a.m in the boardroom.

Agenda:

- Website Maintenance Updates
- User Feedback and Analytics Review
- Content Review and Update
- Mobile Responsiveness and Technical Enhancements
- Social Media Engagement Strategies
- Budget Assessment for Ongoing Maintenance

Dr. Harvey Thomas provided an overview of recent updates and discussed ongoing maintenance needs for the website.

Dr. Amal E. A presented a report on user feedback and website analytics. The committee discussed insights and potential adjustments based on user behavior.

Dr. Sharon Vincent emphasized the importance of regular content review and updates. Committee members shared suggestions for maintaining relevance and engagement.

Dr. Albert Baby addressed the need for continuous improvements in mobile responsiveness and discussed potential technical enhancements. The committee explored options for technical upgrades.

Dr. Ajay Soman reported on recent social media engagement and proposed strategies for sustaining an active online presence.

Dr. Jovin Cherian conducted a budget review for ongoing website maintenance. The committee discussed any additional financial requirements and potential cost-saving measures.

The meeting concluded at 11.45 a. m.

*Sharon Vincent*  
(Coordinator)

Action taken report of the previous meeting:

The website was updated with the latest documents related to the SSR and mandatory disclosures. Web links were created, categorized criteria wise for easy navigation. Furthermore, the SSR was uploaded after the DVV process.

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Coordinator



*[Handwritten signature]*

Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605