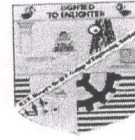Date: 05-11-2025

CIRCULAR

As we have applied for 2(f) under UGC, as part of this process we have to update our website on regular basis. In this connection, it is hereby informed to all the HOD's and coordinator of various cells of the institution to verify the content w.r.t. their department/cell available in the new website (smvcer.ac.in). Any data to be uploaded/ modify can be mailed to **tejaswinipatil@smvcer.ac.in** on or before 07-11-2025.

- **Department Tab/Page Update:** All HODs are informed to View their respective department tab/page and send regularly the latest academic and departmental updates for uploading.

- **Alumni Success Stories:** According to website info, only 9 alumni success stories have been updated. Alumni coordinator is requested to send the copy of alumni success story to above mentioned mail id along with social media coordinator on weekly basis for updation. This to be treated on urgent basis as per society order.

- **Placement Cell Updates:** There are no recent updates under the Placement Cell section regarding events, placed students, or placement drives conducted. TPO is requested to send all the details to be uploaded in the placement tab as and when event is held.

- Exam coordinator and Placement coordinators needs to circulate the information through student email groups. These are the two most important and critical cells that have a different role to play.

- **Academic Material Sharing:** It has been observed that faculty members are not sharing lecture notes, question banks, or assignment banks through the official email groups.

  1. All faculty members are instructed to use the domain email groups to share academic materials/placement drives/exam circulars/Events/workshops etc.

  2. Instruct students to check their emails regularly for study materials and recent academic updates.

- All HoD's are requested to kindly instruct students to submit a request letter if they require an email password reset. Please note that only letters signed by the HoD will be considered for processing the password reset request.

Note:

- While mailing any information for website updates, please mention clearly under which tab/page the shared file or content needs to be updated.

- Information shared through WhatsApp will not be considered for website updates.

PRINCIPAL