
INSTITUTION'S INNOVATION COUNCIL

Standard Operating Procedure (SOP) for Web Development Head – IIC

Role Overview:

The Web Development Head of IIC is responsible for managing and maintaining the online presence of the club, ensuring timely updates of activities, events, and resources on the official website and related platforms.

The role requires technical expertise, creativity, and coordination with other teams to ensure effective digital communication.

Responsibilities:

1. Design, develop, and maintain the official IIC website with updated event details, announcements, and activities.
2. Collaborate with the Technical Team and Media Team to integrate digital resources, newsletters, or archives online.
3. Ensure the website is functional, user-friendly, and accessible across devices.
4. Manage hosting, domain, and security-related aspects of the IIC website.
5. Upload reports, photos, and updates provided by other teams promptly and accurately.
6. Maintain data privacy and ensure that sensitive content is published only after board approval.
7. Work closely with the Student President, Vice President, and Convenor to align web updates with IIC's goals.
8. Innovate by adding new features like feedback forms, registration portals, or digital resources for students.
9. Train team members or juniors to contribute to web-related tasks for continuity and knowledge sharing.
10. Submit a monthly progress report to the Student President and IIC Board.

Authority:

- Can assign specific web-related tasks to sub-team members.
- Can recommend tools, hosting services, or subscriptions needed for efficient website functioning.
- Final decisions regarding content approval rest with the Student President and IIC Board.

INSTITUTION'S INNOVATION COUNCIL

Reporting Structure:

- Reports directly to the Student President and Vice President of IIC.
- Works in collaboration with the Convenor, Technical Team, and Media Team.

Code of Conduct:

- Must ensure professionalism and data integrity in all tasks.
- Must avoid uploading unverified or unapproved content on the website.
- Should maintain transparency with the Student President and IIC Board regarding website changes.

Disciplinary Clause:

The Board Members of IIC hold the authority to remove the Web Development Head from their position at any time if found negligent, inactive, or violating the code of conduct.