(A) As a web convener of insight club of iit Bombay following responsibilities ,I have:

1.Website Development: Designing, developing, and maintaining the club's official website.

2.Content Management: Managing and updating the content on the club's website. This includes writing and editing articles, news updates, event details, and other relevant information related to the club's activities.

3.Website Security and Maintenance: Ensuring the security and stability of the club's website. This involves implementing necessary security measures, keeping software and plugins up to date.

4.Collaborating with Other Club Members: Working closely with other club members, such as the content team and event coordinators, to gather information and updates for the website.

5. SEO and Analytics: Implementing search engine optimization (SEO) techniques to improve the website's visibility and ranking in search engine results. Tracking website analytics and generating reports to assess website performance, user engagement, and areas for improvement.

6. Communication and Promotion: Collaborating with the club's publicity team to promote the website and its content through various channels, including social media platforms, newsletters, and other communication channels.

7.Coblarate with team and participate in every meeting and give suggestion for improving the solution & inform to manager the all about the website.

(B)

I participate in many activities :

(1). Work as organizer in mood indigo and E-Cell .

(2). Participate in Aahavan and do work as coordinator.

(3). Also participate in VISION event of Design Club.

(4). Now doing the SSOC project.