WEB AND INFORMATION MANAGEMENT UNIT (WIMU), FSS-BHU CONNECT

1. ## ABOUT

The Web and Information Management Unit, abbreviated as WIMU, is the technical wing of FSS-BHU Connect community. It is responsible for the maintenance of the website www.fssconnect.org and information dissemination among the students in the Faculty of Social Sciences BHU.

A.   Role in FSS-BHU CONNECT Community

i.   WIMU is responsible for designing and updating the website on a regular basis.

ii.   The notice of the events that going to take place in the faculty should be notified by the OFFICE OF THE DEAN to the WIMU team atleast a day before their release.

iii.   The WIMU team is not going to assist the clubs in technical works of any kind. The clubs must have their technical work (like designing of posters, creation of online forms, maintenance of social media handles etc.) done by themselves. WIMU is solely responsible for the dissemination of information provided by the clubs among the students.

iv.   The official notices released by the Office of the Dean should be put up on all notice boards i.e. they must be notified in both online and offline modes. The office staffs are responsible for the offline distribution and the WIMU team is responsible for online distribution.

v.   The notices released by the office of SPORTS SECRETARY should also follow the aforesaid process of distribution.

vi.   The WIMU team is not meant for offline publicity of any event (like putting up posters and going to classes for informing about an upcoming event). Volunteers must be recruited seperately for this purpose.

vii.   Separate teams are to be constituted for data management and information distribution of larger events like Jhanki, Abhikalpan and Spandan. It is also proposed to host a separate website for such events. It must include the students appointed by the President of FSS BHU CONNECT in consultation with the Vice President of FSS BHU CONNECT. The participation of the members of the WIMU team is solely to be made with prior permission of the Coordinator of WIMU in consultation with the Secretary.

2. STRUCTURE

- Advisory board : The President of FSS BHU CONNECT i.e. the FACULTY STUDENTS' ADVISOR shall constitute the advisory board of WIMU. The President shall act as the medium of communication between the administration and the core team members of WIMU. The president can also advise in case of appointments/dismissals of members, but the decision of the Coordinator and the Secretary shall be final.

- Core team : The core team of WIMU shall consist of the Coordinator, the Secretary, the web designers, the content writers and the social media handlers. The Coordinator will overlook the proper functioning of the team and act as a bridge between the Advisory board and the other team members. The Secretary shall take care of all the technical work and is responsible for coordinating the designers, content writers and social media handlers. Appointment/Dismissal of members can be only be the done by the Coordinator and the Secretary.

- Outreach team: The outreach team of WIMU shall consist of students from different departments appointed by the Coordinator for relaying information from the department to the Secretary.

- Contributors : The core team and outreach team shall consist of students from the faculty in main campus only. Students of other colleges who are working on the development of the website shall be a part of the contributing team.

- **Tenure**: The selected students are required to work together as a team for one academic year, starting from July 1st and ending on March 1st. In order to be awarded a certificate, a student must be a part of the team for the duration of a semester. A member can leave the team by writing an e-mail of resignation to fssconnect.bhu@gmail.com and vp.fssconnect@gmail.com . After the completion of a tenure, a new team is to be constituted by the Coordinator and the Secretary.

MEETINGS: The agenda and the timing of meetings of WIMU are to be decided by the Chief coordinator in consultation with the Chief Secretary. It is mandatory for every member to be present in the meeting. Inability to do so should be informed in official WhatsApp group beforehand.