Terms of Reference – Post of Temporary Lecturer

Reporting Authority**:** Director**,** Postgraduate Institute of Agriculture

- To ensure that the PGIA website presents a new visual look and its functionalities are enhanced to provide a better experience to users by creating innovative and visually appealing design.
- To ensure a consistent visual language on the PGIA site ensuring consistency in font, formatting, icons, image, and layout techniques.
- The new look and feel should be adopted to Homepage, sections and subsections.
- To ensure that frequent discussions with all stakeholders are conducted and develop new web-subsections incorporating functionalities to guarantee the latest information on the subsection is displayed.
- To ensure that the PGIA website is updated /designed to make it more user-friendly, organized and innovative.
- Promotion of PGIA site at search engines.
- To create detailed reports of visitors to the website
- To maintain cross-platform, cross-browser compatibility
- To maintain adherence to web standards and accessibility
- To develop graphics, Logos and related multimedia when necessary
- To determine appropriate compression techniques resolutions, sites, colour maps and depths to ensure that images are delivered at sufficiently high speed and quality.
- To develop various web- based tools as required.
- To provide diagrams, site map of the web.
- Taking regular back-ups of the site.
- To attend to any general IT related tasks.
- To update the MIS of PGIA based on the needs of stakeholders.
- To attend to any other activities as may be required for the smooth functioning of the institute