



## **Institute Website and Google Workplace Maintenance Calendar (Academic)**

(Doc. No.: BITACAD/Admin/2022-23)

### August

- [ 01-08-2022] Website Backup and Performance Check
- [ 02-08-2022] Reviews of Security Updates and Patching
- [ 29-08-2022] Faculty and Staff Profile Updates

### September

- [ 08-09-2022] Content Review and Updates
- [ 26-09-2022] Creation of new Mail IDs (FY and DSY)(if any)
- [ 28-09-2022] User Training and Awareness Program (FY and DSY)
- [ 28-09-2022] Gmail Configuration Review
- [ 28-09-2022] Google Drive Storage Audit and Cleanup

### October

- [ 06-10-2022] Content Review and Updates
- [ 06-10-2022] Google Workspace Reporting and Analytics Review

### November

- [ 10-11-2022] Content Review and Updates
- [ 10-11-2022] Google Chat and Google Meet Integration Check
- [ 10-11-2022] Announcement for Scheduled Maintenance (if applicable)

### December

- [ 22-12-2022] Announcement for Scheduled Downtime (if applicable)
- [ 30-12-2022] Content Review and Updates

### January

- [ 05-01-2023] Addition of New Features or Sections (if applicable)
- [ 05-01-2023] Faculty and Staff Profile Updates
- [ 05-01-2023] Content Review and Updates

### February

- [ 06-02-2023] Website Analytics Review
- [ 06-02-2023] Social Media Integration Check

### March

- [ 06-03-2023] Images and Media Files Optimization
- [ 07-03-2023] Content Review and Updates

### April

- [ 05-04-2023] Content Review and Updates
- [ 05-04-2023] Third-Party App Permissions Review
- [ 05-04-2023] Update Group Permissions and Memberships

### May

- [ 25-05-2023] Review and Update of Course Pages Information

### June

- [ 30-06-2023] Announcement for Scheduled Downtime (if applicable)
- [ 30-06-2023] Magazine updates (if applicable)

### July

- [ 20-7-2023] Yearly Website Maintenance Check up
- [ 20-7-2023] Yearly Google Workspace Admin Services Check up



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Notes:

- The schedule is subject to change based on emergency maintenance requirements or unforeseen circumstances.
- Website users will be notified in advance regarding any scheduled downtimes or major updates.
- All are advised to download regular backups to maintain and ensure data integrity.

For inquiries or feedback, contact the undersigned.

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