Institute Website and Google Workplace Maintenance Calendar (Academic)
(Doc. No.: BITACAD/Admin/2024-24)

August
[01-08-2023] Website Backup and Performance Check
[02-08-2023] Creation of new Mail IDs
[03-08-2023] User Training and Awareness Program (FY and DSY)
[29-08-2023] Faculty and Staff Profile Updates

September
[04-09-2023] Content Review and Updates
[26-09-2023] Creation of new Mail IDs (FY and DSY)(if any)
[27-09-2023] User Training and Awareness Program (FY and DSY) (if any)

October
[06-10-2023] Gmail Configuration Review
[06-10-2023] Google Workspace Reporting and Analytics Review

November
[08-11-2023] Content Review and Updates
[08-11-2023] Google Drive Storage Audit and Cleanup
[08-11-2023] Announcement for Scheduled Maintenance (if applicable)

December
[23-12-2023] Announcement for Scheduled Downtime (if applicable)
[30-12-2023] Content Review and Updates

January
[05-01-2024] Addition of New Features or Sections (if applicable)
[05-01-2024] Faculty and Staff Profile Updates
[05-01-2024] Content Review and Updates

February
[06-02-2024] Website Analytics Review
[06-02-2024] Social Media Integration Check

March
[06-03-2024] Images and Media Files Optimization
[07-03-2024] Content Review and Updates

April
[05-04-2024] Content Review and Updates
[05-04-2024] Third-Party App Permissions Review
[05-04-2024] Update Group Permissions and Memberships

May
[25-05-2024] Review and Update of Course Pages Information

June
[30-06-2024] Announcement for Scheduled Downtime (if applicable)
[30-06-2024] Magazine updates (if applicable)

July
[20-7-2024] Yearly Website Maintenance Checkup
[20-7-2024] Yearly Google Workspace Admin Services Checkup

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.

Prepared by
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