



Institute Website and Google Workplace Maintenance Calendar (Academic)

(Doc. No.: BITACAD/Admin/2024-25)

August

- [01-08-2024] Website Backup and Performance Check
- [29-08-2024] Faculty and Staff Profile Updates

September

- [04-09-2024] Content Review and Updates
- [17-09-2024] Creation of new Mail IDs
- [18-09-2024] New User Training and Awareness Program (FY and DSY)
- [26-09-2024] Creation of new Mail IDs (FY and DSY)(if any)
- [27-09-2024] User Training and Awareness Program (FY and DSY) (if any)

October

- [06-10-2024] Gmail Configuration Review
- [06-10-2024] Google Workspace Reporting and Analytics Review

November

- [08-11-2024] Content Review and Updates
- [08-11-2024] Google Drive Storage Audit and Cleanup
- [08-11-2024] Announcement for Scheduled Maintenance (if applicable)

December

- [23-12-2024] Announcement for Scheduled Downtime (if applicable)
- [30-12-2024] Content Review and Updates

January

- [05-01-2025] Addition of New Features or Sections (if applicable)
- [05-01-2025] Faculty and Staff Profile Updates
- [05-01-2025] Content Review and Updates

February

- [06-02-2025] Website Analytics Review
- [06-02-2025] Social Media Integration Check

March

- [06-03-2025] Images and Media Files Optimization
- [07-03-2025] Content Review and Updates

April

- [05-04-2025] Content Review and Updates
- [05-04-2025] Third-Party App Permissions Review
- [05-04-2025] Update Group Permissions and Memberships

May

- [25-05-2025] Review and Update of Course Pages Information

June

- [30-06-2025] Announcement for Scheduled Downtime (if applicable)
- [30-06-2025] Magazine updates (if applicable)

July

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

Notes:



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- 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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