

Terms of Reference – Post of Temporary Lecturer/Instructor

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.
- 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 various web- based tools as required.
- 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 prepare specifications for IT related equipment and assist the procurement Process.
- To install the equipment and link with the current systems.
- To repair and maintenance of sound equipment.
- To troubleshoot equipment problems, install a system, and link multiple pieces of hardware together.
- To arranging Audio Visual setup for various events as required.
- To work with updated audio-visual software.
- To attend to any other activities as may be required for the smooth functioning of the institute.