Indian Institute of Information Technology Kalyani
भारतीय सूचना परौद्योगिकी संस्थान कल्याणी
An Institute of National Importance
(Mentored by IIT Kharagpur)

General Guidelines for Uploading Information on Website

All faculty members, officers, staff members, research scholars, and students are requested to adhere to this guideline for easier management and maintenance of our Institute website.

"Website: http://iiitkalyani.ac.in"

1. *Format*: All information to be uploaded should be in **Soft format with Proper signature and Letter Head (Official Scanned Copy)** and hard copies are strongly discouraged unless requested specifically. For any kind of notice upload please send us the **final pdf file only**.

2. *How to Send*: Send the content to be uploaded by mail to **website@iiitkalyani.ac.in** with a cc to Prof. In-Charge (Website).**The process will start after the approval of Prof. In-charge (Website)**. In case, the file size is too large or there are multiple files, the same may be handed over personally to the **Prof. In Charge (Website)** with a proper email Request. **No content in the website shall be uploaded without an email request from the person concerned. Prof. In-charge (Website) is the Sole Authority to consider any request regarding website, No request will be entertained without his Approval.**

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List of Webpage Ownership

Menu Name	Concerned Person
Home	Assistant Registrar (Academic)/ Assistant Registrar (Admin)
Academic	Prof In-change (Academic)
Faculty pages	Respective Faculty
Students	Prof In-change (Students activities) OR Assistant Registrar (Academic) if applicable
Placement	Placement Officer
Facilities	Assistant Registrar (Academic) OR Assistant Registrar (Admin)
Gymkhana	Prof. In-charge (Sports)

*** Any form of official Document if not mentioned above (for upload) should come from Assistant Registrar (Admin) OR Assistant Registrar (Acad).

3. *Modification Policy & Official Duration*: Website Team will only be responsible to upload the final information but **any type of editing** (Photo/ Document etc) **will not be done by the team** as per our website policy. The final website copy should come from sender side. Repeatedly changing of information or any kind of hustle is strongly discouraged. For uploading content in Institute website concerned person should wait **up to next 2 working days** if it is not rejected. Content will automatically be uploaded once the files are received. There may be some time gap as the website team will attend all such requests sequentially.

4. *Rejection:* For any rejection of upload request sender will get an official email from Prof. In-charge (Website).

5. **Website Team:**
   The website team comprise of -
   - Dr. Sanjoy Pratihar (Prof. In-charge Website)
     (Email: sanjoy@iiitkalyani.ac.in)
   - Sreejoyee Das (Technical Assistant)
     (Email: sreejoyee@iiitkalyani.ac.in)
   - Student members.

   Any follow up, if required, may be done with the website team.

6. *Structural Changes*: Please get in touch with the Prof. In-charge (website) for addition/deletion/modification of any menu item or changing the structure of the website.

7. *External Link*: No external link will be given without taking the permission of Prof. In-charge (website).

8. *Content and Media Liability*: Although the website team will maintain the information in the website, the Sender should exclusively provide the content of individual items and shall be treated as the Responsible Person for that category of information. Website team is not liable for any kind of information.

S. Pratihar

Prof. In-charge (Website)

Approved.
Please circulate to all faculty members and officers for comment.
Registrar (Offg.)
19/1/19

Date: 19/01/2019

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