



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in

[University IT Services Cell]

[Email: uits@ipu.ac.in] 25302746]

Ref.: GGSIPU/UITs/Circular/2016-17/700
August 24, 2016



CIRCULAR

In continuation of our earlier Circular vide ref. No.GGSIPU/UCITIM/186 dated 23/7/2014, it has been observed that various Schools/Depts have sent the files for updation on last hour and make pressure for uploading on the University Website which is not possible due to various un-foreseen conditions like problem in NIC web-server, data traffic congestion or exceeding, lack of testing time, FTP facility during late hours and holidays etc.

Therefore, for the smooth updation of information on University website, all concerned are requested to send data to UITs Cell, Room No.D-412 at least 24 – 48 hours in advance in the following format.

Format required	Microsoft Word or Portable document file with extension .rtf/.doc/.docx/.pdf
Approval required	Necessary approvals as per the code of conduct, may please be obtained from the Competent Authority
Email ID	The data may be sent to the following Email ID upload@ipu.ac.in and should be informed on Phone No.25302746, 25302745

1. It is responsibility of the concerned school/deptt to ensure that the information sent for website updation is correct and also to check the matter, after it has been uploaded on the University website. If no response is received within 24 hours after uploading, it will be assumed that everything is correct and no change is required anymore.
2. It is also suggested to ensure that the information updated/uploaded on the University website is relevant & correct as per the requirement of the concerned department.
3. After sending the information, if the data is not uploaded on the University website within 24 hours, due to any reason, the concerned user may inform UITs on phone.


24-08-2016
(Dr. V.P. Vishwakarma)
Head, UITs

Copy to:

- i. All Deans/Directors/COE/COF/Librarian/EE,UWD/JR / DR/ Branch Heads
- ii. AR to Hon'ble Vice Chancellor – for kind information please
- iii. SO to Hon'ble Pro Vice Chancellor – for kind information please
- iv. AR to Registrar – for kind information please
- vii) Guard file