

PROPOSED REQUIREMENTS FOR WEBSITE

The following are the proposed requirements for website. The design of the website should be such that it should include the following contents. The proposed contents may not follow the design / layout of the site exactly as prescribed. However the contents marked as 'Mandatory' must be distinctly available at the site and updated.

HOME PAGE: The home page may include the following contents:

- Notices – *(mandatory)*
- News / Events -- *(mandatory)*
- Link to Academic Calendar – *(Optional)*
- Recently Published Reports / Documents / Articles – *(Optional)*
- Menus
- Banner -- – *(Optional)*
- Quick Links -- – *(Optional)*
- Contact Information -- *(mandatory)*

ABOUT INSTITUTION: This section may include the following sub links

- Institutional Overview -- *(mandatory)*
- Organizational Structure -- *(mandatory)*
- List of CMC / Committees' Members with Contact Details -- *(mandatory)*
- Vision, Mission, Objectives and Major Strategies (also, link of pdf version of strategic plan) -- *(mandatory)*
- Statute (pdf version) -- *(mandatory)*
- Message from Chairman – *(Optional)*
- Message from Campus Chief / Principal – *(Optional)*
- Facilities and Services – may also contain information related to services like job placement, internship, e-library, sports, ECAs, remedial classes, counselling, canteen, electricity backup, safe drinking water, urinals, exposure tours, audio / visual aided classrooms, community services etc. – *(Optional)*

PUBLICATIONS AND REPORTS: This section may include sub links to publications and reports originated at the institution.

- Annual Reports -- *(mandatory)*
- Journals / Articles – *(Optional)*
- Tracer Study Reports -- *(mandatory)*
- Audit Reports -- *(mandatory)*
- Others – *(Optional)*

DOWNLOAD SECTION: This section may include downloadable documents, publications, fonts, statute, strategic plan, other plans, budgets, audit reports, tracer study questionnaire, admission / examination forms, procurement documents, scholarship guidelines, etc. -- *(mandatory)*

QUICK LINKS: This section may include hyper-links to various useful sites (link to university / officer of the examination controller / dean's examination office, UGC, others useful sites, etc). -- *(Optional)*

ACADEMIC PROGRAMS: This section may include details of programs such as admission details, curriculum / syllabus, intake capacity, academic calendar, student enrolment / pass rate / graduate analysis (may also include link to page of details regarding faculty members). -- *(mandatory)*

STAFF INFORMATION: This section may include information related to teaching and non-teaching staff. The information may contain name, designation, type, faculty / department / division / section / unit, email address, contact phone number, etc. -- *(mandatory)*

(A) **FACULTY MEMBERS:** This page may include details of faculty members (name, qualification, articles, contact address, photo, full time /part time status etc).

(B) **NON TEACHING STAFF:** This page may include information related to non-teaching staff as in the page of the faculty members.

DEPARTMENTS / DIVISIONS / SECTIONS / CELL / UNIT / COMMITTEES: This section may include information regarding specific academic departments, Cells / Units, Committees, administrative divisions / sections / units etc., such as structure, facilities, activities, etc. -- *(mandatory)*

ALUMNI: This section may include activities related to alumni – may include link to alumni Facebook page. -- *(Optional)*

DROPBOX / FEEDBACK BOX: This section may include online form that can be submitted online by students (questions for the online may be made to collect complaints, feedback etc. from students). -- *(Optional)*

PHOTO / VIDEO GALLERY: This section is photo / video gallery having albums of different events. -- *(mandatory)*

FAQ: This section is 'Frequently Asked Questions' where there are commonly asked questions and their answers. -- *(Optional)*

CONTACT ADDRESS: This section may include department / division / section wise contact information including a location map. -- *(mandatory)*

CAREER: This section may include vacancy call; information related to job placement for graduates etc. -- *(Optional)*