



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY
BHOPAL, M. P. 462003

R/2017/246

Dt: 09-08-2017

The Institute would like to frame web site approval policies for following

A. Content updation/Modifications on the Institute website

All Heads, Prof. In-charge/Section Head, faculty and staff members are requested to check their respective content on regular basis for any updation and provide it to the web site team.

Procedure for uploading content is as follows:

- I. Email the soft copy of document to getdata@manit.ac.in.
- II. Submit hardcopy of the same with the approval of Approving Authority (Stated in Table-1) in attached Performa Annexure-1 (Softcopy is also available on www.manit.ac.in) to website office in CSE department.

Table 1

S.No.	Content updates/ Modification on Institute website page / Section	Responsible Officer/In-charge	Approving Authority
1	History, About Us, Mission	Registrar	Director/Registrar
2	Administration	Registrar	Director/Registrar
3	Academics	Dean Academics	Dean Academic
4	Research	Dean R&C	Dean R&C
5	Department/Section Webpage	HOD Section/ In-charge	Registrar
6	Student Zone	Dean S/W	Dean SW
7	Hostels	COW	Dean SW
8	Planning and Development	Dean P&D	Dean P&D
9	Central Library	I/C Librarian	Registrar
10	Dispensary	Medical Officer	Registrar

11	Facilities	In-Charge	Registrar
12	Physical Education	Sports Officer	Registrar
13	Rolta Incubation Center	Prof. I/C	Registrar
14	Photo Gallery	Prof I/C Website	Registrar
15	Telephone Section	Prof.I/C Telephone	Registrar
16	Notice/Circular	Head/Section I/C/Dean	Registrar
17	MANIT Alumni	Dean SW	Dean SW
18	Acts & Rules	Registrar	Director/Registrar
19	RTI & Public Grievance	Registrar	Director/Registrar
20	Anti Ragging / Zero Ragging	Registrar	Director/Registrar
21	News Letter And Journals	Registrar	Director/Registrar
22	MANIT Employee Immovable Property	Registrar	Director/Registrar
23	Tenders	Registrar	Director/Registrar
24	Conference/ Workshop/Event	Head/Concerned Faculty	Registrar
25	Academic Calendar	Dean Academic	Dean Academic
26	Annual report	Registrar	Director/Registrar
27	TEQIP	TEQIP Coordinator	Director/Registrar
28	Admission	AR Admission	Registrar
29	Training and Placement	TPO	Registrar
30	Recursive Tabs, Header and Footer	Prof I/C Website	Director/ Registrar
31	Home Page	Prof I/C Website	Director/Registrar
32	Faculty Profile	HOD/Concerned Faculty	Registrar
33	Any Other Information	In- charge/Concerned Faculty	Director/Registrar

The competent authority has right to assign authorization privileges to an individual.

B. Institute email usage policy

The institute email facility is provided through National Informatics Centre on gov.in domain.

1. The official email will be only provided to regular employees and students of MANIT, Bhopal.
2. To avail the email facility the MANIT end users are required to fill the undertaking form (Annexure-2) duly forwarded by the HOD/Section head.
3. The Institute email will be valid for duration of course for the students. For faculty/staff the Institute email will be valid for duration of their service.
4. Roll number/ Scholar number of the students are used for their email id.
5. As per Govt. policy, if the email account is not activated/login within 90 days it will be deactivated/removed from their server.


Registrar

Copy to:

1. PA to Honorable Chairperson for kind information
2. PA to Director for kind information
3. All Dean(s)
4. HOD(s) with request to circulate among the faculty & Students
5. Professor In-charge / Section Head
6. COW / Wardens with request that to display this notice on the hostel notice board
7. TEQIP Coordinator
8. Associate Dean
9. COE
10. PRO
11. TPO
12. Medical Officer
13. Dr Deepak Singh Tamar, Professor I/c Web Site
14. Librarian