



## UNIVERSITY IT SERVICES BRANCH

Guru Gobind Singh Indraprastha University  
Sector 16-C, Dwarka, New Delhi 110078

F. No. IPU/UITs/Upload/104

Date: 18-03-2020

### ORDER

#### Subject: Procedure of Uploading of data on University Website (ipu.ac.in)

1. All Deans of school and Branch Head are requested to check and ensure about the data and information pertaining to their Branch / School available on University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in) is correct and relevant.
2. All the data/information for uploading / updation on University website must be verified by concerned Dean / Branch Head before forwarding to UITs. The unsigned notices/ circulars etc. and signed document other than by Dean / Branch head, will not be uploaded on the University website
3. The data / information that is required to be uploaded on University website shall be accepted through the Official email accounts (with domain @ipu.ac.in) issued to the Office of Deans of USS and Branch Heads. The data / information for uploading on University website, received from the employee's personal email account will not be accepted.
4. All Data / information that are required to be uploaded/update on University website should be forwarded in PDF format to the UITs E-Mail Id: [upload@ipu.ac.in](mailto:upload@ipu.ac.in) before 4.00 PM.
5. After the working hours or on holidays, if there is any emergency to upload/update the data / information on University website, the Branch Head of UITs shall be informed.

  
Ravi Dadhich  
(Registrar)

#### Copy for Information and necessary action please

1. All Deans / Directors / COE / COF / In-Charge, UIRC/JR/DR/Branch Heads
2. AR to Hon'ble Vice Chancellor
3. AR to Registrar
4. UITs – To upload on University Website
5. All Staff of UITs has been directed to strictly follow above order.
6. Guard File

  
(Pankaj Agrawal)  
Dy. Registrar, UITs