

University Centre for IT Infrastructure & Management
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi -110078 Website: <http://ipu.ac.in>

GGSIU/UCITIM/...18.6.....

Date: 23/07/14

CIRCULAR

It has been observed that various departments sent the files for updation on last hours and make pressure for uploading on University Website. It is not possible in various conditions like:-

- MTNL Leased Line / Bandwidth failure .
- Internet Server or UPS failure
- Data Traffic congestion or Exceeding Load problems
- Client Server connection failure
- Problem in NIC Webserver
- Lack of Testing Time.
- Closing of Remote Publishing/FTP facility during late hours and holidays
- Problem in any N/W Equipment
- Other Technical & Unforeseen reasons.

Therefore, for the smooth updation of information on University Website <http://ipu.ac.in>, all the departments are requested to send data (approved from competent authority) to the UCITIM (Room No. DWS-412) atleast 24 to 48 hours in advance through registered e-mail id at **upload@ipu.ac.in** & inform on phone 011-25302746 to ensure proper Testing and to avoid other unforeseen problems as below details.

Format in which information required	Word or Portable Document File (File Extension: .rtf / .doc / .docx / .pdf)
Time Required	It is very important for the information (Approved data from competent authority) to be sent to the UCITIM (Room No. DWS-412) atleast 24 to 48 hours in advance to ensure proper Testing and to avoid other unforeseen problems. (Refer Above)
Method of sending information	Data (Soft Copy) approved from competent authority need to be E-Mail: upload@ipu.ac.in & Inform at phone: 011-25302746

It is the responsibility of the concerned Department (Administration or Academics) to ensure that the information send for website updation is correct and also to check the matter after it has been uploaded on the website. If no response comes within 3 to 4 hours after uploading, it will assumed that everything is correct and no change is required anymore. It is also suggested to make ensure that the information available / updated / uploaded on University website is relevant & correct as per their requirement..


Therefore all departments are advised to send the information to UCITIM considering the above mentioned facts to facilitate smooth updation of information on University website.

Dr. Vijay Kumar
Assistant Registrar, UCITIM

Copy to:

1. All Deans / Director
2. Controller of Finance

3. Controller of Examinations
4. Librarian
5. S.E., UWD
6. Chief Warden
7. All J.R. / D.R. / Branch Head
8. Chairman, UCITIM
9. PRO
10. AR to Hon'ble Vice Chancellor-For information Please
11. AR to Registrar-For Information Please
12. In-charge University's Web site, with the request to upload on University's Web site.
13. Guard File



23/7/14
Dr. Vijay Kumar
Assistant Registrar, UCITIM