



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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[University IT Services Cell]

[Email: [uits@ipu.ac.in](mailto:uits@ipu.ac.in)] 25302746]

Ref.: GGSIPU/ITS/Circular/2018-19/343  
June 01, 2018

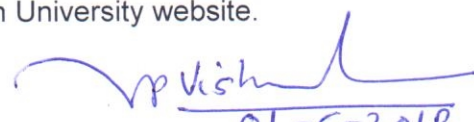
## CIRCULAR

1. This is with reference to our earlier Circulars even number dated 23/7/2014 and 24/08/2016, please note that any notices / circulars / data to be uploaded on University website, must be signed / certified by the concerned Dean / Branch Head. No notice / circular signed by other than the Dean / Branch Head will not be uploaded on the University website. The soft copy of the relevant data shall be sent through official email ID i.e. [@ipu.ac.in](mailto:@ipu.ac.in) only.
2. For uploading of any relevant data, the covering letter / notice / circular must clearly mention that the data is being sent for "**uploading on University website**".
3. All data must contain with proper subject title so that the relevant data shall be uploaded with proper subject.
4. For smooth updation of information on University website, all concerned are requested to send data to UITS Cell, Room No.D-412 at least 24 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 must be obtained from the concerned Dean/Branch Head
Email ID	The data may be sent to the following Email ID <a href="mailto:upload@ipu.ac.in">upload@ipu.ac.in</a> and should be informed on Phone 25302746

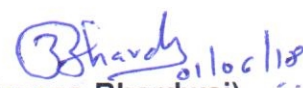
- 5.. It is responsibility of the concerned USS /deptt to ensure that the information sent for uploading on website is correct and also check the matter, after it has been uploaded on the University website. If no response is received within 24 hours after uploading, it will be assumed that everything is correct and no change is required anymore.

All USS/ Deptts. are once again requested to kindly send the information to UITS considering the above mentioned facts to facilitate smooth updation of information on University website.

  
01-6-2018  
(Dr. V.P. Vishwakarma)  
Head, UITS

Copy to the following for information and necessary action please

- i) All Deans/Directors/COE/COF/In-charge, UIRC /EE,UWD/JR/DR/Branch Heads
- ii) AR to Hon'ble Vice Chancellor
- iii) SO to Pro Vice Chancellor
- iv) AR to Registrar
- v) UITS Cell, -to upload on University website.
- vi) Guard file

  
(Naveen Bhardwaj)  
Section Officer