University Centre for IT Services & Infrastructure Management
Guru Gobind Singh Indraprastha University
Kashmere Gate, Delhi-1100403
Phone: 011-23900315, Website: http://ipu.ac.in

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CIRCULAR

For the Smooth Uploading / Updation of Information on the University Website
(http://ipu.ac.in), following points may be considered please:

Format in which information required	MS WORD : (.doc file)
Time Required	The information to be uploaded should be sent atleast 24 to 48 hours in advance **through proper channel** to the Server Room (Room No. 314) to ensure proper testing and to avoid other unforeseen problems. **Refer #**
Method of sending information	Data by E-Mail: **ipupdation@yahoo.com** Soft Copy (floppy) with Hard Copy Intimation on Phone No: 011-23900315

 # Information is required well in advance & in proper format because of the following problems faced frequently:

- 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.

It is the responsibility of the concerned Department (Administration or Academics) to ensure that the information sent for university website updation is correct and also to check the matter after it has been uploaded on the website. If no response comes within 24 hours after uploading, it will be assumed that everything is correct and no change is required.

For information and necessary action please.

(C. S. Rai)
Chairman, UCITIM