

Indian Institute of Engineering Science and Technology, Shibpur

General Guidelines for Uploading Information on Website

All faculty members, officers, staff members, research scholars, and students are requested to adhere to this guideline for easier management and facilitate uploading of information to the institute website www.iiests.ac.in

General information:

1. All information to be uploaded should be in soft format and hard copies are strongly discouraged unless requested specifically.
2. Send the content to be uploaded by mail to website@iiests.ac.in. In case, the file size is large or there are multiple files, the same may be handed over personally to the website team. **No content in the website shall be uploaded without an email request from the person concerned.**
3. Content will automatically be uploaded once the files are received. There may be some time gap as the website team will attend all such requests sequentially. Any follow up, if required, may be done with the website team.
4. The website team comprise of Ms Sreejoyee Das (Intercom- 234, Cell- 9007720170) and Mr Abhijit Banerjee (Intercom- 376, Cell- 9830677601). For following up with the links **Academic Programs, Curriculum, Admission, Employment, CMS, Tenders, and Old Website** please get in touch with Mr Abhijit Banerjee. For rest of the links, please follow up with Ms Sreejoyee Das.
5. Please get in touch with the website-in-charge for addition/deletion/modification of any menu item or structure of the website. He/she may also be contacted for resolving any issue.

Ownership of individual menu items and information flow

Although the website team will maintain the information in the website, the following persons mentioned in the table should exclusively provide the content of individual menu items and shall be treated as the Responsible Person for that category of information.

Menu Item/Sub-Item	Responsible Person	Comments
Gallery	Any Faculty Member/Officer or concerned person of any events. The photographs and video of MAJOR INSTITUTIONAL EVENTS should be given by DR. BIVORE DAS(AR)	Provide only good quality photographs with title of the album
Scrolling/Flashing News on home page	All Department/Section Heads or in-charge of any specific activity subject to the approval of Website in-charge	This will be active only for a limited period
Top Stories	All Department/Section Heads or in-charge of any specific	A file containing the story to be prepared and then sent to the

	activity subject to the approval of Website in-charge	website team. Also, mark a copy to the website-in-charge for approval
Major Headlines	All Department/Section Heads or in-charge of any specific activity subject to the approval of Website in-charge	A file containing the story to be prepared and then sent to the website team. Also, mark a copy to the website-in-charge for approval
Video Highlights	All Department/Section Heads or in-charge of any specific activity subject to the approval of Website in-charge	A good quality video is to be uploaded to the IEST video YouTube channel (Ask Sreejoyee for assistance). It will be linked here subject to the approval of website-in-charge.
Research Highlights	Dean (R&D) or any Officer from this office	
Tenders/Advertisements	Department/Section Heads	
Careers/Jobs	Department/Section Heads	
Quick Links	All Department/Section Heads or in-charge of any specific activity subject to the approval of Website in-charge	Subject to approval of website-in-charge
Administration	Dean (Administration) and/or Section Heads under different sub-menu of this Menu item	
Students	Dean (students) or any Officer from this office	
Statutory Bodies	Registrar or any other Officer from this office	
Central Facilities	Department/Section Heads under different central facilities	
Academic Programs	Dean (Academic), Associate Deans or any Officer from this office	
Curriculum	Dean (Academic), Associate Deans or any Officer from this office	
Academic Units	Heads of Departments/Schools/Centers	HODs are requested to ensure that all menu items are properly filled up and updated periodically. They are also requested to provide a few good quality photographs to be put up on the departmental homepage. Addition/deletion of Menu Items may be requested through the website-in-charge.
Admission	Dean (Academic), Associate Deans or any Officer from this office	
Research	Dean (R&D) or any Officer from this office	
Industry	Section Head of different cells/centers under this menu item	

Note:1. Dean/Associate Dean or any officers from any of the Deans' Offices are also regarded as Department/Section Head 2. For any clarification/confusion please contact the website-in-charge

Guidelines For Uploading Faculty, Staff, and Research Scholars Information on The Website

These guidelines have been prepared for ensuring uniformity in display format across all academic units. Individual Templates are attached with these guidelines. Enter information into the fields, save the file with the following filename and mail to website@iiests.ac.in:

FAC_DEPT_XXX.docx (Faculty Information)

ST_DEPT_XXX.docx (Staff Information)

RS_DEPT_XXX.docx (Research Scholar and Associates Information)

XXX is the short name of the person (number of letters may be more or less than three shown here) and DEPT stands for the short form of the concerned unit. For example, the file containing information of Pratik Dutta will be named as FAC_MIN_PD.docx while that of AmitabhaBasuMallick will be named as FAC_MET_ABM.docx. The file can be replaced with new information as and when required but it is important to be consistent with the naming convention.

Faculty Information

A faculty member can directly send the file to the website team but requested that the mail be sent from the institutional mail ID. Please do not use any webmail service. **It is no longer required to route this mail through HOD.**

A high-resolution photograph in jpg format is required. The photograph will appear in 300X200 dpi. If the photograph already appearing is okay with you, you need not resend one. The following information should be included in profile:

- Name and Designation
- Academic qualifications (Degrees, Universities, and Year of Passing)
- Contact Information (Email ID- institutional ID followed by webmail, Internal telephone extension number, mobile number- optional)
- Area of Research
- Courses Undertaken
- Recent Publications (Maximum 10)
- More Information (This link will appear at the bottom of the profile page. You can send a pdf file with the file name format containing your short name and department. Example- PD_MIN.pdf. Clicking on the link will open up this file. You are free to include any information you wish into this file. If anyone has a personal webpage hosted elsewhere, the URL can also be given in place of the pdf file. Then, that webpage will be linked to this link.)

- Research Group Information (This link will be given only if asked for. Here you can link webpage of your Research Group)

Research Scholars and Associates Information

This profile is strictly for the full-time Research Scholars or Associates, who are receiving financial benefits through the institute.

A high-resolution photograph in jpg format is required. The photograph will appear in 300X200 dpi. The following information should be included in the profile:

- Name and Designation
- Type of Fellowship: Institute/CSIR/DST/INSPIRE etc
- Academic qualifications (Degrees, Universities, and Year of Passing)
- Contact Information (Email ID- institutional ID followed by webmail, mobile number- optional)
- Area of Research
- Name of Supervisor
- More Information (If requested, the guideline is similar to the one mentioned under Faculty Information)

The above information should be furnished through the Supervisor (from institutional mail ID) or the concerned HOD.

Staff Information

A high-resolution photograph in jpg format is required. The photograph will appear in 300X200 dpi. The following information should be included in the profile:

- Name and Designation
- Academic qualification (Optional)
- Contact Information (Email ID- institutional ID followed by webmail, Internal telephone extension number, mobile number- optional)

HODs are requested to send the staff information.

Templates are provided for uploading the above information. It is requested to fill up the templates, embed the photographs, save the file with filename as detailed above and send it to the website@iiests.ac.in