



Website / Intranet Content Updation Policy

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Document Release Note & Control Sheet

Document History					
Ver. No.	Revision date	Description of Change	Authored / Revised by	Reviewed By	Approved By
1.0	01.08.2019	Initial version	IT Services	IT policy review committee	Vice Chancellor , AUD

1.0 POLICY: Development and updation of any new/existing content on AUD website(s) and Intranet.

2.0 PURPOSE:

- **Website:** To provide accurate and up to date information about AUD, its schools, centres and divisions therein, for the purpose of establishing internet presence, keep the viewers updated about the latest developments at AUD, academic information and to increase public awareness about the University's various activities
- **Intranet:** Intranet to act as electronic notice board of the University and provide links for administrative and academic functions.

3.0 SCOPE: Across University

4.0 RESPONSIBILITY: All Deans, Directors, Divisional heads, IT Services Division,

5.0 PROCESS DETAILS:

The Website is an integral part of University. Website is a collection of Web Pages containing information about AUD, Schools, Centres, respective divisions and is accessible to everyone from World Wide Web. The purpose of website is to establish an internet presence and to keep the viewers updated about the latest developments at AUD, provide information and to increase public awareness of University's activities.

Different schools, centres and respective divisions, as per their role in the Organization, may require updations to be done on AUD website(s) and Intranet at regular interval or as and when required.

6.1 DESCRIPTION OF THE PROCESS

Following table depicts some of the major web sections at AUD website. The officials who shall be responsible for the contents at the respective pages and subpages are also mentioned in the table.

Sections	Approving Authority
Entire Website	Web Task Force Committee
Announcement	Deans, Directors, Divisional heads
Banner Images and respective contents	WebTask force committee

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Sections	Approving Authority
Admission	Dean Student Services
Faculty	Dean (AS)
Faculty Profile	Respective faculty with intimation to School Dean
Library	Librarian
AES	Dean AES
IT Services	Director IT Services
EHSAAS	Director CPR
Research	Dean R&C
Publications	Respective School Deans Respective Directors of the Centres Director, Centre for Publishing
Financial Aid	Dean Student Services
Campuses	OSD of respective Campus
Quality Assurance	IQAC Director
Careers	Dy Registrar (HR), Dy Registrar (Academics)
Whats Happening	School / Centres / divisions
Focus On	WebTask force committee
Life@AUD	Dean Student Services
Announcements / Notices / Events	School / Centres / divisions / statutory bodies
Programs	Program coordinator with information to respective Dean
Centres	Respective Centre's Director
Schools	Respective School's Dean
Tenders	Registrar
AUD in Media	PRO
Holidays	Registrar
Act, Statutes, Ordinances	Registrar
RTI	PIO
CPSH	Chair CPSH
Disclaimer	Registrar
School Micro site(s)	Respective School's Dean
About Us - Vision and Mission, Governance, Logo, VC office	VC Office
About Us - Administration – Registrar Office	Registrar
About Us - Administration – Finance Office	COF

Sections	Approving Authority
About Us - Administration – Planning	Dean Planning
About Us - Administration – Academic Services	Dean Academic Services

Presently intranet is accessible by all the faculty, students, officials and staff of the University. The Intranet is accessible by employees till the expanse of the AUD network. The respective school, centre and division shall be responsible for maintenance of modifications introduced on the Intranet from time to time for the contents / notices / orders / circulars pertaining to their areas.

6.0 ACTIVITY AND RESPONSIBILITY

- a) Any updation required to be done on official website and intranet, shall be done only after approval of respective school / center / division as mentioned in the above table. The recommender of the updations and changes shall be responsible to seek approval from concerned official as mentioned in the above table.
- b) In case the approving official has authorized any of its staff to update the contents at website and intranet; the staff may send email to IT Services Division and keep his/her approver in emails. Approvals to update the contents shall be maintained by respective user of the division as per the table mentioned above.
- c) IT Division shall make the modification once approval is received.
- d) For any major modifications like Dynamic Content or Application Changes; change management process shall be used. The impact analysis, time and resource requirements may be reviewed by IT Services Division / web task force committee based on the changes sought. For any discrepancy therein, the concerned division will be notified and the necessary approvals shall be taken by the concerned division from competent authority.
- e) After the implementation/modification is done on website/Intranet, same shall be notified to Division who has requested the change / updation for verification. The school, centre or Division shall check and verify that requested information has been updated at website.
- f) Respective school / centre / division may review their contents on website on regular basis. Any discrepancies shall be notified to IT services division immediately.
- g) Web task force committee shall be responsible for reviewing and taking decisions on important tasks like Theme Changes and any other major change / issues.
- h) Respective school / centre / division shall be responsible for the contents relevant to their division at Intranet and website. Any repetition of the content,

old contents at Intranet and website shall be the sole responsibility of the respective school, centre and division.

- i) **Disaster Recovery (DR) Backup of website** - IT services Division shall maintain a DR server at AUD server room. A weekly full backup of website shall be maintained at DR server with a retention period of one month.
- j) In case of admission software Applications, the representative(s) of student services and AES shall be responsible to advertise the admission procedure at website such as create session (define start, end date of advertisement), update general instructions, accept/reject applications, list updations at portal etc.
- k) In case of HR Recruitment applications, the representative of HR and academic services shall be responsible to advertise and manage recruitment process at AUD website portal such as to create session (define start end date), upload posts (age limit, post code, remuneration, category etc), screening and evaluation process etc.
- l) Any new Link/Content to be added on website and or intranet, they shall be added after approval from Director (IT) In case of any major change, Director (IT Services) may refer the case to authorized committee for their recommendations. The recommendations shall be approved by competent authority.

7.0 RECORDS:

The record and contents of changes shall be maintained by respective school, centres and division.