

UNIVERSITY APPROVED BENCHMARKING FOR WEBSITE POLICY AND UPDATE-STANDARDIZATION

WEBSITE POLICY OF GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

- 1. General:** The Guru Jambheshwar University, Hisar, was established on October 20, 1995 by an Act of the Legislature of the State of Haryana. It was formally inaugurated on November 1, 1995. It is named after Guru Jambheshwar Ji Maharaj, a saint environmentalist of 15th century. Keeping in view the nature of courses offered at the University and the mandate for which it had been established the name of the University has been changed as Guru Jambheshwar University of Science & Technology. The University is situated at Hisar, a rapidly growing town situated at about 170 Km. from Delhi on Delhi-Rohtak- Hisar- Sirsa-Fazilka National Highway (NH-10) and at a distance of about 230 Km. from Chandigarh on NH-65. The University is situated over a sprawling area of about 372 acres. The campus is laid out with picturesque landscape, numerous buildings of various designs and wide road network. It presents a spectacle of harmony in architecture and natural beauty. Approximately, 225 acres of land have been developed providing with all modern facilities such as road networks, water supply, street lighting, electricity supply and parks/ lawns. The University has a cafeteria with the facility of a big dining hall, kitchen, store and office on the ground floor. One big hall is also on the first floor. The cafeteria provides refreshment breakfast and lunch facilities. Facilities for special program like tea party etc. are also available here. Besides, there is a Shopping Centre which offers several facilities to the residents, such as saloon, laundry, post office, bookshop, bank with ATM facility, grocery shop, sweets shop, computer and photocopying facilities, etc. The University is recognized by the University Grants Commission under Section 2(f) for recognition of degrees on 11.1.1996 and under section 12(B) of the UGC Act to be eligible for central assistance on 7.2.1997. The University has been accredited by National Assessment and Accreditation Council (NAAC), in 2002 as grade 'A' and has been re-accredited as grade 'A' with (CGPA 3.26), in 2009. The jurisdiction of the University extends to the courses being run in the areas of science, technology, engineering, pharmacy, physiotherapy and management on the University Campus and all Technical Institutions (except B.Pharmacy institutions) in the districts Fatehabad, Hisar and Sirsa with effect from the academic session 2011-12.
- 2. Definition of Website:** The Guru Jambheshwar University of Science & Technology, Hisar-125001 (Haryana) INDIA home page (<http://www.gjust.ac.in>) is the official domain name for the Guru Jambheshwar University of Science & Technology, Hisar. The "official" home page structure includes the home page, the linked driven pages, and other sites integrated into the home page structure. The site is hosted on a server in the University Computer & Informatics Center (UCIC).
- 3. Purpose of Website:** The objective of the home page is to provide a point of entry for the academic and public community to the University's officially recognized information resources through links and navigational mechanisms and to provide timely content and links to news and events of general interest about the Guru Jambheshwar University of Science & Technology, Hisar. The following links are especially targeted: Students, Faculty and Staff.

There are two main sections to the site: -

- a) The front end published site, which is available to anyone in the world.
- b) The private back-end site, which is available only to authorized members of the university and controlled by username and password.

User accounts are only created with the approval of the concerned Department/Branch Head.

- 4. Access, Approval and Publishing:** Content on the university website is controlled by role access. There are 3 roles: Indenting Department, Approving Authority and Publishing on the website.

- a) Initially, all content to be uploaded on the website must be reviewed by the Department/Branch Head and a senior person.
- b) It will be approved by the Competent Authority before going live.
- c) UCIC will not publish materials to the site unless expressly authorized by the Department/Branch Head.

Although University Act and Ordinances are addressed in a separate links. In these rule books, changes and updates will be provided by Academic and Establishment Branch from time-to-time.

- 5. Maintenance and Editing:** The Guru Jambheshwar University of Science & Technology, Hisar-125001 (Haryana) Website is the public entry point for many to the University. The University Webmaster continually upgrades, reviews and develops the University Web site, realizing the possibilities of new technologies and evaluating methods of access in provide up-to-date, accurate information methodically and attractively.

The web pages are regularly reviewed for accuracy and updated as required. It must be current, accurate and consistent. This review is occurring at least half-yearly. It is the responsibility of Head of the concerned department/branch to ensure this happens

- a) Department/Branch wishing to post announcements on the home page or other portions of the website should submit their request through official email or letter to the UCIC.
- b) Photographs on the main site are changed on a regular basis by the Website Administrator as provided by the Departments and Branches.
- c) Teacher Pages are created in concerned department web link. They may provide their latest Bio-Data and photo for a web link. If faculty members have existing web pages hosted on any non-commercial website, these link may also be added in teacher page.

- 6. Required Style Specifications:** All pages on the main GJUS&T website must comply with the following requirements:

- a) It designed for best case viewing on multiple platforms, newer versions of Internet Explorer, Google Chrome, Firefox Mozilla, Opera and Netscape, etc.
- b) The look of the Web pages may vary slightly according to monitor's setting for color and fonts.
- c) Files for download must be under 20 MB in size.
- d) In case of audio and video, the quality must be highest. Video which is inappropriate in content, blurry, unsteady, or difficult to view will not be posted. Audio that is difficult to hear or inappropriate in content will not be posted. In order to be useful and convenient to the user, all files posted must be under 20 megabytes in size and 10 minutes in length.
- e) To enable a faster downloading, scanned photographs should be limited to 144 dpi.
- f) Links to pages that are defunct or "under construction" should not be created or should be removed.

- 7. Privacy Regulations:** The following privacy policy is implemented:
- a) Personal contact information of students including home and e-mail addresses, telephone numbers, and other information that could be used by unauthorized individuals, will not be published on any GJUS&T website.
 - b) Video or audio files posted on any GJUS&T website must adhere to Website Policy. Proper written permission from those who have been audio- and / or video-recorded must be obtained by the person or persons doing the recording.
 - c) Links to external websites will be checked thoroughly before inclusion on the university website. The sites will be checked for the suitability of their content for their intended audience.
 - d) All written work will be reviewed by the concerned department/branch to ensure that it is in no way defamatory.
 - e) Written work will be checked by the concerned department/branch to ensure that no copyright or intellectual property rights are infringed.
 - f) All written material will be checked for its suitability for its intended audience.
 - g) GJUS&T does not sell or distribute any information obtained from our visitors to a third party, under any circumstance.
- 8. Advertising:** Unless approved by the Competent Authority, the advertising or direct sale of non-University related goods and services is prohibited on all sections of the GJUS&T Web site.
- 9. Logos, Trademarks, and Graphics of Website :** Official website of the Guru Jambheshwar University of Science & Technology, Hisar-125001 (Haryana) INDIA has its own logo, seal, and graphics relating to the University that may be subject to agreements and any use of these would require prior approval of competent authority.
- 10. Responsibility of Website :** University Computer & Informatics Center. The University's Web site is maintained by Head, UCIC and Staff of UCIC, Guru Jambheshwar University of Science & Technology, Hisar. At least two Senior Programmers/Junior Programmers who have the sufficient knowledge, maintain and edit the site, and they pass on their knowledge to a successor at the end of a term of office
- 11. Miscellaneous Provisions of Website:** The Guru Jambheshwar University of Science & Technology, Hisar-125001 (Haryana) Website is in the public domain and information uploaded on the website is subject to official certification as per Information Technology Act. All information that is mandatory by different monitoring agencies is changed with the changed requirements of the agency concerned. For any interpretation regarding information hosted on our website, the decision of Vice-chancellor is final and the legal jurisdiction is limited to Hisar only.

Note: *The IQAC resolved that the above web-policy be implemented by the UCIC. Further, all departments/branches/offices should upload latest information on the university website so that the load of RTI may be significantly reduced and office-transparency may be increased.*