



गौतम बुद्ध प्राविधिक विश्वविद्यालय (पूर्ववर्ती उत्तर प्रदेश प्राविधिक विश्वविद्यालय)

GAUTAM BUDDH TECHNICAL UNIVERSITY

(Formerly Uttar Pradesh Technical University)

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प्रो० कृपा शंकर

कुलपति

Prof. Kripa Shanker Ph.D. (Cornell)

Vice Chancellor

September 21, 2011

The Directors/Principals

All the Colleges and Institutions Affiliated with

GB Technical University Lucknow

VC/Advisories/Gen./02/02

Subject - Home Page of Institutions

Dear Colleagues:

I hope you are in receipt of the first and introductory Advisory of September 09, 2011. I also hope you like the idea of this mode of informal communications between the Heads of the Institutions and the Vice Chancellor. Kindly send your views and feedback on the same.

This is the second advisory. It is on the subject of **home page of the Institutions**.

As you know, the home page of an organization is an important, efficient and effective way of 360 degrees communicating about the organization with its stakeholders and with the society at large. Most of you have very attractive homepages of your institutions. The University, if you have noticed, has recently got its homepage redone and updated. The University home page, you would agree, is the face and soul of all of us. Hope you like the present site plan and ergonomics of the home page of your University (GBTU). Please send your suggestions, if any.

The purpose of this advisory is to share with you a proposed format of the homepage for the institutions with the objectives of

1. Bringing some minimal and desired uniformity amongst the institutions of Gautam Buddha Technical University (so that we look like a family !)
2. Making some common essential information about the institutions and the University available to students, parents, government, and others interested.
3. Making the editing and updating of the information easy and timely.
4. Making the academic and related data available on the home page as well as through the individual log-in depending on the nature of data, so that mountains of complaints related to ignorance by the students, alleged partisan behavior of institutions (and University) etc. are minimized.
5. Bringing transparency in our working.
6. Letting others know about our genuine efforts towards the furthering of technical education.

Kindly have a look at the attached site plan. I am expecting the site plan to be implemented, or the necessary corrections to be done in case of existing homepage. Let me know in case there are some queries in implementation.

Thanking you and with kind regards

Sincerely yours

Kripa Shanker

GAUTAM BUDDH TECHNICAL UNIVERSITY LUCKNOW

SUGGESTED HOME PAGE LAYOUT FOR INSTITUTIONS

It is only a suggested layout with indicative titles with an objective to share the institutional academic information with the society and stakeholders to fulfill their requirements and needs with ease and in a friendly manner. The major horizontal bar has been arranged in an ergonomic order to provide most of important academic information. The vertical “OTHER LINKS” column can be filled with additional academic and other salient titles (the last four rows are required). Similarly “Circulars and Announcements” and “News and Events” can be used to indicate the latest announcement (from the Institute as well as **communicated by the University**) and events with flashes and scrolls to attract the attention. The **photographs** section can be used to provide visuals about the institutional events – conferences, seminars, etc; students activities, students projects, institutional facilities, etc. The Institutions may like to edit and beautify the layout as per their taste and requirements.

Institute Logo	TITLE OF INSTITUTION					University Logo University Code XXX	
.....Address							
ABOUT US	GOVERNANCE	ACADEMICS	FACULTY	ADMISSIONS	FEE STRUCTURE	STUDENTS	EXAMINATIONS
OTHER LINKS	Photographs						
.....							
.....							
.....							
.....							
.....							
.....							
.....							
Right to Information							
Anti- Ragging Committee							
University Logo and Kulgeet							
Archives							
CONTACTS	Circulars and Announcements	News and Events					

SUGGESTED SITE-MAP

It is suggested that a 3-level structure generally serve the purpose, the first level being the title visible on the page. Subsequent levels will have more than one titles to form a block, and will pop up upon clicking. Different colour schemes can be used to differentiate the levels. Some suggested titles are given below. Ones with asterisk (*) mark are desired to be required titles.

ABOUT US		
	History , Inspiration and Motivation	
	Vision and Mission	
	Future Goals	
	Campus and Infrastructure	Academic Infrastructure
		Students Activities
		Students Hostel
		Faculty/Staff Residences
GOVERNANCE		
	*Chancellor ' s Message	(from University site)
	Vice Chancellor	Message, Brief Profile (from University site)
	*Governing Council	(with full contact details of members)
	Executive Committee	(if any)
	Organization Structure	
	*Director(s)	Name(s), date of birth, qualifications, areas of specialization, experiences, photograph
	Academic Committee	
	Examinations Committee	
	Students Affairs Committee	
	Faculty Affairs Committee	
	Research and Development Committee	(if any)
	*University Act	(from University site)
	*University Regulations (First, 2010)	(from University site)

ACADEMICS	*Director(s)	Name(s), date of birth, qualifications, areas of specialization, experiences, photograph
	*Academic Programmes	Bachelors ⁽¹⁾
		Masters (MBA/MCA/MTECH/MPHARM) ⁽¹⁾
	*Departments	(List of Departments (alphabetically)) ⁽²⁾
	* Syllabus	For each programme and discipline, give the present syllabus (as given by the University)
	* Academic Calendar	Academic calendar including internal and University examinations
	*Library	Full description of the library including books, journals, space, policies, digitization etc.
	Industry Tie-up	List the academic programmes being run in collaboration with some industry including the title of programme, name of the industry, duration, fees , calendar etc.
	* Ordinances	Programme-wise (as given by the University)
FACULTY	*Institute Faculty	Tabulate ⁽³⁾ the list of faculty members department wise with details as in ⁽²⁾ along with full experience, contact details and photograph. Indicate clearly in case a faculty member is pursuing Masters or Doctoral programme with full details.
	*Faculty Development Programmes	List various long-term faculty development activities in progress .
	Research Staff	Names, qualifications, experience , present assignments, etc

ADMISSIONS		
	*Bachelors Programmes	Describe the modes of admission procedure being followed. Link to UPSEE2011, CAB decisions for clear and adequate public information.
	*Masters (if applicable)	Describe the modes of admission procedure being followed for clear and adequate public information.
FEE STRUCTURE	*Bachelors Programmes	Very clear description of various fees must be provided ⁽⁴⁾ .
	*Masters Programmes	Similar to Bachelors programmes.
STUDENTS	*Anti-Ragging (should also flash in Circular and Announcement box)	Anti-Ragging Policy Implementation Process Institute Anti-Ragging Committee (with contact details)
	*Placement	<ul style="list-style-type: none"> • Give the details of Institute Placement Cell • Tabulate year wise the placement details including names of companies, number of placements, nature of jobs, minimum, maximum, and average salaries actually to be received by the students • Mention about industry tie-ups, if any
	*Hostels	Give the full details about hostels. ⁽⁵⁾
	*Co-Curricular Activities	Give the full details about co-curricular activities. ⁽⁶⁾
	Students Counselling Services	List the activities and students committees.
	*Chhatra Kalyan Nidhi	as given by the University
	*Chhatra Protsahan Nidhi	as given by the University
EXAMINATIONS (INTERNAL EVALUATIONS)	*Student Attendance	Students attendance to be recorded for every class (lectures/labs/seminars) on a

		daily basis ⁽⁷⁾ .
	*Internal Examinations	<ul style="list-style-type: none"> • Schedule (also to appear on announcement bar) ¹⁾ • The results should be known to the students ⁽⁸⁾
	*University Examination Schedule	As given by the University.
	*Unfair Means, Scrutiny, Re-Evaluation Rules and Procedures	As given by the University.
EXAMINATION RESULTS	Results	Announcements (as given by University)
		Bachelors/MBA/MCA
		M.Tech./M.Pharm.
	Result Analysis	
	Merit List of Students	
CONVOCATIONS	University Convocation	as given by the University
	Institute Convocation	
ARCHIVES	CIRCULARS	Classify the topics
	EXAMINATION RESULTS	Year wise, discipline wise
	CONVOCATIONS	Year wise
	ANNUAL REPORTS	Yearwise

FOOT NOTES

1. ACADEMICS-Academic Programmes-Bachelors/Masters

- *Give an a tabular form the list of Bachelors Programmes (B.Tech., etc) and the disciplines in which the programmes are being offered.
- *Indicate the intake strength approved in each discipline.
- *Similarly for Masters programmes

2. ACADEMICS-Departments-{List of Departments}

For each department,

- *Brief description
- *Head of Department (with qualifications and area of specialization)

- *List of faculty (name, date of joining, designation, qualifications, area of specialization; photograph)
{Kripa Shanker, 01August 2013, Lecturer, B.Tech.(Educational Engineering), Bronze Medalist, Sewapuri University, 2009, M.Tech.(Chemical Engineering), Ramdih University, 2011, Organo-metallic Chemistry, Welding Technology }
- *List of Laboratories with major facilities

3. FACULTY – Institute Faculty

This is an elaboration of the faculty given in ACADEMICS-Departments-{List of Departments}

4. FEE STRUCTURE – Programmes

For each programme,

- mention in a tabular form various components of the fees applicable for each student category and for each academic session.
- Indicate clearly that are payable monthly, semester wise or yearly.
- Also indicate clearly the components that are refundable. Clearly mention about the forms and procedures for refunds of refundable components.

5. STUDENTS- Hostels

- Names, location, boys/girls/coed, capacity (number of single/double/triple seated rooms) of hostels.
- Rooms allotment policy.
- Hostel fee structure.
- Messing , canteen and drinking water facilities.
- Convenience stores.
- Health services.
- Transportation arrangements in case hostels are off-campus.
- Disciplinary policy and committee.
- Wardens with full contact details.

6. STUDENTS- Hostels

Give the list of activities, faculty coordinator(s), students committees with respect to

- Games and Sports
- Cultural and Literary
- Technological and Mangement
- Others

7. EXAMINATIONS – Students Attendance

- **Provide a log-in to each student so that he/she can see the his/her recorded attendance for every class (lectures/labs/seminars) on a daily basis.**
- **Arrangements should be made to intimate the parents about the attendance of their wards by e-mail/SMS/login. Any problems arising out of shortage of attendance should be redressed in a minimum possible time (and should definitely not be postponed towards the end of semester).**

8. EXAMINATIONS – Internal Examinations

- **Provide a log-in to each student so that he/she can see the his/her performance for every course registered during the semester.**
- **Arrangements should be made to intimate the parents about the performance of their wards by e-mail/SMS/login.**