



SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
LONGOWAL – 148 106, DISTT. SANGRUR (PUNJAB)
(DEEMED TO BE UNIVERSITY)
OFFICE OF THE DIRECTOR

Ref. No. SLIET/DIR/37

Dated: 09/04/18

CIRCULAR

Subject: Updation policy for the Institute web site (www.sliet.ac.in).

The Institute web site is developed in the CMS Technology (WordPress). Each department has its own sub domain. All departments have been provided with a user name & password for updation of their respective sub domain on the Institute website. Moreover individual faculty and staff members have also access to their user name & password for updating their relevant profiles.

All Heads, Prof. In-charge/Section Incharges, Faculty and staff members are requested to check their respective contents and should update it on regular basis.

The approving authority for other relevant sections/pages of the Institute web site is summarized below:

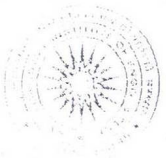
S. No.	Content updates/ Modification on Institute website page/ Section	Approving Authority
1.	Information including photographs in Slide Show (Front Page)	Director
2.	Information under the Institute Tab	Director/Registrar
3.	Academic Matter	Dean (Academics)
4.	Administrative Matter	Registrar
5.	Research Affair	Dean (R&C)
6.	Facilities	Concerned Incharges
7.	Admission	Director/Registrar/Chairman (SET)

Further any information to be uploaded on the Institute web site should be sent to ACSS Section in the "Performa for document uploading on Institute Web Site (www.sliet.ac.in)" attached along with this office order.

All Concerned are requested to follow the above guidelines.


7/4/18
Director

Copy to: All Deans/ HODs/ Section Incharges



**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
LONGOWAL – 148 106, DISTT. SANGRUR (PUNJAB)**

Performa for document uploading on Institute Web Site (www.sliet.ac.in)

1. Department/Section Name.....
2. Purpose of Uploading.....
3. Title (To be displayed as on Institute website)
.....
4. Document name and file format (To be sent to fiacss@sliet.ac.in/webmaster@sliet.ac.in)
.....

5. Period for display information

From.....To.....

6. Section on institute web site in which the document to be published.

Student Notification Recent News SLIET Admission

Notification Conference Upcoming Events

Others
.....

7. Senders's Name & e-mail

.....(Signature).....

HOD/Section I/c Name

.....(Signature).....

Director/Dean/Registrar Approval

.....(Signature).....