

Directorate of College Education Rajasthan, Jaipur

No.: F()/2012/P&C/e-Gov/ 354

Date: 27-3-12

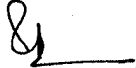
All Principals,
Government Colleges,
Rajasthan

**Subject: A brief note for the development of college website As per
Government of Rajasthan Website Guidelines**

Reference: Letter no. F()/2012/P&C/e-Gov./350 dated 14.3.12

This with reference to directions issued regarding developing a dynamic website for your college. A brief customized note based on web guidelines of Department of Information Technology & Communication, Govt. of Rajasthan is hereby issued for your ready reference.


It is required to follow the same while developing the website of your college.


(Subir Kumar, IAS)
Director

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Copy: Dharendra Deverishi to upload the same on department website.


Joint Director (P&C)

A brief note for the development of college websites

As per

Government of Rajasthan Website Guidelines

Since the website of a college is its reflection to the outside world, it ought to be seen as an integral part of the College, rather than an external entity. Hence all facets of the college and its activities should be appropriately reflected on the website. All public domain information like official notifications, acts, rules, regulations, circulars, policies and programmed documents should be digitized and made available for electronic access on Web.

All the websites of the Government Colleges of Rajasthan ensure compliance of guidelines issued by Govt. of India and available at <http://web.guidelines.gov.in>. A detailed referral guideline has been compiled by DoIT&C, Govt. of Rajasthan to help in the conceptualization of websites of government departments available at www.doitc.rajasthan.gov.in. **A summary of the same is placed here for your ready reference.**

HOSTING OF WEBSITE

1. Domain Name

In compliance to the Governments domain name policy, all Rajasthan Government websites must use '**gov.in**' or '**nic.in**' domain exclusively allotted and restricted to Government websites. The above naming policy applies to all Government websites irrespective of where they are hosted. In website domain name .com & .org etc should be discontinued.

All the websites of Government of Rajasthan should be under the sub domain of rajasthan.gov.in.

The colleges that are using and have been publicizing a domain name other than the above should take appropriate early action to register official government domain names and use the existing ones as 'alias' for a period of six months. An intermediary page with a clear message notifying the visitors about the change in the URL and then auto redirecting them to the new URL after a time gap of 10 seconds should be used.

2. Site of Hosting

All Government Colleges websites should be hosted at State Data Center, Yojana Bhawan, Jaipur (Raj.). To host the Website at the State Data Center letter may be sent by PRINCIPAL to DOIT&C along with duly filled form "**Requisition for Application/Website/Domain Hosting**" at **Annexure-I**.

3. Ownership Control

The **ownership of the website remains with the Principal** having the Administrative and Signatory rights. However, the Technical Contract with regards to problems in Web server on which the site is hosted remains with the agency maintaining the Web Server.

4. Content Responsibility:

The web content is entirely different from that of the print and audiovisual media and needs special care for drafting. The web content can serve multiple purposes and can be both brief as well as detailed. **Three levels for content structure have been defined in content section of this document.**

The responsibility of contents published on website lies with the college.

5. Security Audit

Each Website / application must undergo a security audit from empanelled agencies with CERT-IN and clear the same, prior to hosting at the State Data centre.(Note this activity is part of process by DoIT in case of site is hosted at SDC.)

KEY FEATURES IN BUILDING A COLLEGE WEBSITE

1. Reliability & Authenticity

A college website is an official source of College information. Hence it is very critical that whatever is hosted on the site is authentic and duly verified by concerned authorities, before publishing.

2. User Friendly

The college website must be a user friendly place on the Internet available to citizens for improved access & dissemination of college information and services.

Information is available with minimal no. of clicks and the location of the user at any given point while navigating through the site is visually displayed to him.

3. Accountable

All students/teachers/ citizen interactions in the form of queries/suggestions/grievances etc. must be attended timely & carefully and with prompt responsiveness.

4. Updated Information

It is extremely important to keep the contents updated time to time. The web visitors expect to get the latest and up to date information about the activities, schemes, programs etc. even before it is released in press or elsewhere. Hence, whenever any new activity takes place in college, the news/information must get reflected on the website at least simultaneously, if not earlier than it appears in the Press/Media.

DEVELOPMENT OF WEBSITE:

1. Layout

Government Department Identifier: The website should prominently display the National Emblem / logo of Govt. of Rajasthan / logo of the College (if any) and the name of the College. **It should clearly be indicated on the homepage that it is a site pertaining to Government of Rajasthan.**

Fast Download:

The homepage of the website should be downloaded in less time. Though images/ videos etc. add life to a website but they also increase downloading time. These should only be used when it adds value to the content.

Font:

Font properties should be such that the text must be readable both in electronic and print format. Dynamic fonts should be used so that user need not download for read only facility.

Menus and Structure of Website:

A consistent page layout must be maintained throughout the site. This means that **the placement of Menu, sub menu and buttons should be uniform across the website.**

Color Scheme:

Use of color should depend on the type of target audience as colors should be live and attractive. There must be adequate contrast between text and background.

Images:

Images should be created in an appropriate format to minimize load time and maximize the display quality. There are three formats for displaying images in web browser – GIF, JPEG and PNG. Scaling of images should be avoided as they tend to distort.

Creative Effects:

College websites must provide equivalent information about audio/video clips. For any moving, blinking or scrolling information that start automatically and is presented in parallel with other content, **there MUST be a mechanism for the user to pause, stop, or hide it.**

2. Contents

Content Structure:

Content may be organized meaningfully with appropriate meta tag/labeling scheme, interfacing with an appropriate uniform electronic record management system adopted in the organization with features such as version control, information on ownership, storage location, file number, keywords, context description etc.

Primary Contents :

Bilingual Support: The content should be available both in English and Hindi as far as possible keeping in view that a large number of people are Hindi speaking.

The fonts used should be in Unicode.

About Us – General information about the college, its brief history, area of operation, few general photographs of the organization, its addresses and location etc.

Organization Structure- College administrative structure /organogram with the names and designations of all its officers and their responsibilities in a hierarchical manner should be made available at website.

Main objectives and responsibilities – Under this topic the objective of the college, working of the college, their activities in detail, Experience in the field, major achievements and the services that a college provides can be put.

Major Achievements – The notable achievements of the college like NAAC accreditation etc., innovative ideas/projects, Research Projects under taken and running / implemented should be put on the website.

Basic Statistics – Basic statistics of the college, showing its previous years records can be put in a tabular or graphical form.

Rules & Regulations/Acts/ Policies – The Admission/Examination/ Election/Scholarship rules, acts and its policies etc., which college wants to make public, can be published.

Forms, Terms and Conditions, Procedures etc. – All the procedures to follow in order to get some work done through the college and related documents, the forms which students/parents need to fill in order to interact with the college can be put on the web. This makes it convenient for the student/parents to download all the forms and procedures/ Terms and conditions sitting at home and avoiding visits to the college office. **These informations should be put in a read only format (pdf) so that the users can not edit the documents after downloading.**

Plan, Schemes, Programs and projects -- The College websites should contain Information related to the Academic plans/ programmes of the various Departments/Faculty, with details of Schemes, Projects, Externally aided projects, Central/State Schemes, UGC Schemes etc.

Tenders – The College should release all its tender notices on the Internet using its own website. **These notices should also be put in read only format to avoid misuse.**

Right to information Act – College Information required to be published as per the Right to Information Act, 2007.

Other features – Any other features which college may deem fit and which are specific to the college concerned.

News – Latest news/Circulars or press clippings released by the college can be put under this topic. **This part has to be updated on a regular basis to keep the latest information on the web.**

What's New – The latest happenings in the college should be put on a regular basis. This can involve announcement of a new scheme or new activities in college etc.

Contact us – Contact address of the college including its postal address, **Email address and telephone numbers** should be given. Or alternatively college can put a predefined form on the web which student/people who browse the site would fill and the information filled there will automatically come to a predefined E-mail address which can be replied back. This makes a good interface between the students/public and the college.

Visitor Count – Facility for measuring the number of hits to the site must be provided, **and a monthly report on the number of hits to the site may be provided to the Directorate of College Education on a monthly basis.**

Content Management System – All websites should use some or other form of content management system. CMS simplifies the publication of web content to web sites allowing content creators to update, modify the contents without requiring technical knowledge/skill. **Staff responsible for generation of content can themselves update using this system.**

Basic Statistics Interface – The website will need to have features that can provide basic statistics of use or to report on errors, set access/ privileges and help in maintenance and management of the website.

FAQ and Help – College should also consider putting up relevant information under an active link titled "**Frequently Asked Questions (FAQ)**" providing details in significant areas of focus related to students like **Admission, scholarships, Election, Examination etc.**

Feedback/Grievances – Website should be interactive and should enable the visitors to give their feedback. **A defined mechanism for re-dressal of grievance and monitoring of feedback should be developed.**

Archives – The Website should display original contents and their amended version with date of amendment. It will also be necessary conceptualize the manner in which further revision in the software to enable insertion of new features, physical deletion of unwanted links, recognizing layout, cross referencing content for navigation or other such design aspects and procedures associated with such revision may be carried out easily.

Security Features – The website must be built with all security features incorporated. The website must be built with proper authentication/ authorization scheme for accessing secured content/ applications.

Advanced security analysis and mechanisms such as port scans, Trojan sweeps, vulnerability profiles, firewall setups, network sniffers, software and application faults, e-mail vulnerability, database and human interface weaknesses etc. are

incorporated in the standard operating procedures. **(This aspect to be taken care at the time to negotiation and MOU with the web developer)**

Secondary Contents

Constitutional, Legal and Administrative framework – Acts, Rules, Statutory Orders, Notifications, Handbooks, Guidelines, Instructions, and Compendium of Circulars etc will be displayed. Where possible the actual document will also be displayed.

Details of Plan, Schemes, Programs and projects -- Details of envisaged outcomes, resource allocations, modalities, delivery mechanisms, performance monitoring, ongoing program evaluation/ assessments, critical evaluation success factors, involvement of stakeholders, invitation for feedbacks/ suggestions etc will also be taken into consideration to provide information through the website.

Publications and Reports – Annual Reports, Statistical reports which are part of publication at college level will also be placed.

Tertiary Contents

Collaborative features for asynchronous information exchange, knowledge sharing/Chat Facility – The College should examine the feasibility of providing features that enable users from other government Departments, States, Undertaking and Non Govt. Organizations to exchange information and experiences in an asynchronous manner. Chat facility for interaction with concerned Officers on fixed timing can also be implemented.

Content Management features for updating of information -- The frequently changing content should be updated dynamically using the **content management feature**.

Search Engine – Website must have Search Engine to enable the users to locate and to access information/contents of the websites and of the database connecting to the website.

POLICIES

Content Copyright

Copyright is a form of protection provided under law to the owners of "**original works of authorship**" in any form or media. It is implied that the original information put up on the website by a college is by default a copyright of the college and may be copied, reproduced, republished, uploaded, posted, transmitted, or distributed only if the copyright policy of the concerned college allows so.

Hence, the information, material and documents made available on a College website MUST be backed up with proper copyright policy explaining the terms and condition of their usage and reference by others.

The College should also be sensitive towards publishing any information having a third party copyright. The College MUST follow proper procedures to obtain the permission, prior to publishing such information on their website.

Content Hyper Linking

The hyper linking policy enumerating the detailed criteria and guideline with respect to hyperlinks with other sites may be made available under the common heading of '**Hyper linking Policy**' and displayed at a common point on the Homepage of all sites under the ownership.

To create a visual distinction for links that lead offsite, Cascading Style Sheets (CSS) controls or XSL or some such similar mechanism should be used.

It MUST be ensured that 'broken links' or those leading to 'Page not Found' errors are checked on a regular basis and are rectified or removed from the site immediately upon discovery.

Disclaimers

Clearly defined Terms & Conditions including well-worded disclaimers regarding the usage of websites MUST be present on every College website.

Terms & Conditions shall address the following aspects:

- **Ownership Details**
- **Usage Policy of Content**
- **Legal Aspects**
- **Responsibility towards hyperlinked Sites**

In case the website involves any **e-payment feature where electronic transaction are involved, appropriate disclaimers, worded in consultation with the involved agencies (bank, payment gateway service provider etc.) and the legal cell of the College should be placed on the site.**

ADMINISTRATION / MAINTENANCE / UPDATION

- i) The Principal should appoint a **Nodal Officer** for college website and **name of him/her with contact no. should be displayed at the bottom of the homepage.** Nodal Officer will be responsible for overall supervision to ensure that authentic and updated information is available on the website.
- ii) Nodal Officer will be responsible for timely updation of the **website after approval by the Section/Department concerned of the college. The Departments/sections of the college will provide the information to Nodal Officer after due approval by Principal.** Timely deletion of irrelevant and undesired information will also have to be ensured by Nodal officer with due consultation with Principal.
- iii) Nodal Officer should **compulsorily monitor, review and update the website periodically at least once a fortnight i.e. 1st and 16th of every month with the date of updating being displayed on the website each time the work is done.** Subsequently a certificate should also be issued by the Nodal Officer by the **5th of every month to Department of Information Technology & Communication and Directorate of College Education** stating that the information on the web site has been updated to reflect the position as on the **1st of that month.**
- iv) Nodal Officer should visit the whole website at least twice a week. **Any feedback or email received through the website would be treated as an official receipt and action taken as required.**

- v) Where the college has the required technical competency, Principal may authorize a suitable person for modification and uploading of content on the website after due approval from the section/department concerned.

Note: The above stated norms are customization of web guidelines of Government of Rajasthan, the norms suggested here in no case supersede the same.

ANNEXURE - I

Govt. State Data Centre, DoIT & C, Jaipur		
Requisition for Application/Website/Domain Hosting		
Application / Website Name		
Domain/Sub domain for website		
Request Date:		
Application Description		
Application / Website OIC Contact:		
Name:	Email:	Work Phone:
Primary Technical Point of Contact for Application / Website		
Name:	Email:	Work Phone:
Will the application be available:		
External - Open to the public	() Yes () No	
Internal Network - Only for SecLAN Network users	() Yes () No	
Do you require FTP access to update the application/website: () Yes () No		
Operating Environment required for Application/Websites		
() Linux	() Unix	() Windows 2003
Application /Website Status:		
() planned	() in development	() existing
What is the purpose of the application?		
How much disk space in MB is required for the application/Website :-----MB		
Type of Web/Application Server needed:		
() Oracle 9ias	() Apache	() Microsoft IIS
() Plum tree	() Web Logic	() None
() Web sphere	() Other (please specify) _____	
Secure Socket Layers (SSL) required:	Need a URL?	
() Yes	() Yes, if yes what URL _____	
() No	() No	
Database required by Application /Website:		
() Oracle () MySQL () SQL Server () Other _____		
Size Required For the Data Base in mb		
Authorized Project OIC Signature with Name in Block Letter	Name	Signature
Remarks of SecLAN/SDC FMS		
OIC SDC Signature with Name in Block Letter	Name	Signature

For latest update Please go through the website of www.doitc.rajasthan.gov.in.
click Download-----> Policy and Guidelines----->8 Website policy/guidelines

ANNEXURE – II

Checklist of a Website

1. About College
2. College Logo
3. Organogram
4. Functions / Objectives
5. Achievements
6. Nodal Officer with contact details
7. Last Updation Date
8. Photos and Names of Faculty / Officers and staff.
9. Related department Principal Secretary / Secretary / Director Contact details
10. Color theme of the Website (**should not be too dark**)
11. Important links(as suggested time to time by DCE) to the related Websites
12. Proper linking of pages within and outside the Website
13. News, Events and Schemes
14. Documents / Forms / Tenders downloads
15. Photo Gallery
16. Vacancy
17. Feedback
18. FAQ's
19. RTI Act
20. Departmental Acts and Regulations, Various Policies.

ANNEXURE – III

Minimum Required Content

The website of the College must include at least the following information and facilities on their websites:

- Complete Identity of the College
- Aims, Objectives & Responsibilities
- Plans, Schemes, Programmes, Projects under taken by college, Departments and faculty.
- Organization Structure including Agencies of Higher Education (UGC/DST etc.), Directorate of college Education etc.
- Generic Postal Address, Fax, Phone Number & E-mail of the college
- Names and Telephone Numbers or E-mail Addresses of contacts for further information on specific policies or services
- Other specialized courses offered by the college.
- Application Forms dealt by the colleges and guidance for their completion and submission
- Documents/ Reports published by the colleges
- Submit a query/grievance
- Legislation for which the department has the lead, or a link to a site which contains it
- Press notices
- Links to customized view of Directory of related Departments.
- Search
- Feedback
- Sitemap

ANNEXURE – IV

Steps for developing a Website

1. **Finalize contents:** College should compile their own list of contents/ sub contents which they feel should be in public domain or needed by the students, staff and public.
2. **Choose an agency to develop a Website:** The College can get the website developed in house if technical expertise/skills are available in the college. The website can be developed by a commercial agency with the experience of the task as per rules or get the website developed by RajCOMP Info Services Limited (RISL).
3. **Finalize the design/Layout:** The color/layout may be chosen analogous to the art and culture of area /region in which the college is situated and intended audience. **A consistent page layout must be maintained throughout the site. This means that the placement of Menu, sub menu and buttons should be uniform across the website.**
4. **Selecting the URL of the website:** The Domain name has a lot of significance and therefore should be chosen to easily address the college like **gc(name of place).rajasthan.gov.in** and in case of girls college **ggirls(name of place).rajasthan.gov.in**.
5. **Appoint a Nodal Officer:** College should appoint a Nodal Officer who would be responsible for overall supervision to ensure that authentic and updated information is available on the website after approval by the Principal. Timely deletion of irrelevant and undesired information will also have to be ensured by him/her.
6. **Safe to host certification:** Each Website / application must undergo a security audit from empanelled agencies with CERT-IN and clear the same, prior to hosting at the State Data centre **(This aspect is to be discussed with vendor/ web developer at the time of hosting the website).**
7. **Maintenance contract for Content Management:** To ensure regular Updation and modification, **the maintenance contract should be made with a web developing agency as per the rules.**
8. **Fill the form of requisite for hosting Website :** To host the site after the approval of the DoIT&C at the State Data Center , a letter may be sent by the Principal to DoIT&C along with duly filled form “Requisition for Application/Website/Domain Hosting” at Annexure-I.
9. **Regular Updation:** Nodal Officer should ensure that the updated information is available on the website.
10. **Renewal of Contract:** In order to ensure smooth running of the website, measures should be taken for timely renewal of the contract.