

Directorate of College Education Rajasthan, Jaipur

No: F()/P&C/eGov/395

Date: 23-5-12

All Principals,
Government Colleges,
Rajasthan

Subject: Regarding IT enablement and IT Integration of colleges with Directorate of College Education, Jaipur.

Reference: Order no.F()/P&C/eGov/350 dated: 14.3.12

You are directed to send information on above subject and reference, in the following table:

S. No	Name of College	Website address	Name and contact no., email ID of Nodal officer. (Add name of the Nodal officer on Home page of existing Website)	If there is no existing website what is the progress of the work?	Are you taking on line admission from 2012-13 session (Yes/No)	Whether any software modules have been procured for IT automation of College administrative procedures or (If yes submit details with contact person separately)	Whether college have established Language lab (Yes/No)(If yes submit details with contact person name and mobile number separately)	Whether Library computerization /automation in college is done (Yes/No) (if yes Give status and details with name of Librarian and contact numbers separately)	How many persons trained/taken training from IGNOU/ RKCL IT courses (attach steps taken for that)
1	2	3	4	5	6	7	8	9	10

Following decisions are to need to be taken by the college at the earliest

1. If the progress of website designing is Nil, Please send the request to OIC (Web sites) Department of Information Technology, Yojana Bhavan, Jaipur and email the scan copy of the application to email ID (pmathur_8@yahoo.com) and **prepare the information required for web pages in the template attached with this letter.**
2. If the college has developed website hosted with various domain like edu.in, .org, ac.in etc. are to be transferred to RSDC with due security audits by DoIT so a request is to be sent to OIC (Web sites) Department of Information Technology, Yojana Bhavan, Jaipur and email the scan copy of the application to email ID (pmathur_8@yahoo.com)

Send this information on email before 9.6.2012 before 3pm.

Enclosure: Template for preparation for web pages

(Subir Kumar, IAS)
Director

No: 395

Date: 23-5-12

Copy: Dhirendra Deverishi OIC (Website) to upload on website

Joint Director (P&C)

Guide lines for colleges to develop their web pages:

Each college web page will require the following section with relevant images being placed in appropriate section/place:

S.No.	Details	Justification
1.	About college	This section contains the detailed introductory information about the college. Section will also include the map of college in detail with major and important departments listed / highlighted in it.
2.	History	It describes the historic importance of college, about its origin and other important aspects related about history of district.
3.	Geography & Demographic Information	It includes the brief information of geographic and demographic details about college
4.	List of Departments and Courses	It includes the departments and their respective courses(UG/PG/ Others)
5.	Faculty details	It includes the detailed information regarding faculty of the various department in the college
6.	Academic Achievements	It includes academic highlights of students and teachers
7.	Important links	Links which are useful to students/faculty and others
8.	News, Events and Schemes	It contains the current news of the college related to some event of college etc.
9.	Documents / Forms / Tenders /Downloads	This includes documents which are used by the students and faculty for their college activities, Tender documents and information of college.
10.	Photo Gallery	It includes images of events of college.
11.	Vacancy	If there is vacancy at college it should be included here.
12.	Feedback	Structured format to include feedback purpose which is open to public
13.	FAQ's	This include a common questionnaire useful to impart information to student or any other stakeholder regarding college activities
14.	Research activities	To highlight the research project under taken at college and other research activities a link should be given to this.
15.	Contacts	Detailed contact list of the faculty and staff of the college should contain here. <u>Name of the Nodal Officer will be at the bottom of the Home page with contacts</u>
16.	Sports activity	It includes the sports activity of the college.
17.	Budget of the College etc.	UGC, State Govt., Boys fund etc.....
18.	Student placement activities	Details of the placement opportunities and activities of the college
19.	Education loan and scholarships available	Government agencies,Banks and other recognized financial groups and the details of the scholarships and related links there off.

These are important points of the web pages of the colleges. In case some special features are required by a particular college that aspect should also be covered during the development of the respective web pages. **College Nodal officer (web site) should keep ready these documents and information in soft/hard copy about the content for the web pages.** These guidelines should incorporate the web guidelines issued by GOR and GOI.