

Draft

University of Hyderabad Website policy and Guidelines to be followed for information on the web by all units, faculty members and officers of the University:

1. All academic and administrative units should provide information in a Word format for public dissemination to the Webmaster(webmaster@uohyd.ac.in) for display on the University website under the domain “uohyd.ac.in” by 13th September 2023. As of date, all information to be available publicly should be provided in a Word document to the Webmaster(webmaster@uohyd.ac.in) with cc to Director CC(directorcc@uohyd.ac.in) and PRO(pro@uohyd.ac.in)
2. The units may also suggest formats or templates on how information may be displayed on the web by 13th September. To maintain uniformity, the Website Implementation and User Committee under the Chairmanship of the VC will freeze uniform templates for Academic and Administrative units and Default pages of the faculty members and officers on 15th September 2023.
3. There will a Centralized Web-Posting System (CWPS) controlled by the Webmaster where the User(s)/Administration/Academic Units have to upload the Documents/Images to post of the Website. The Status of posting can be tracked by the user. **No Acceptance of any post over email will be entertained.**
4. Only those documents that require a specific layout or presentation or need to be filled in a specified way should be uploaded without an accessible format.
5. All information on the website will subsequently be in HTML format only. The user should be able to read the information before deciding on the related download. The size of the linked document must be mentioned by the uploaded. All circulars, minutes of meetings and public information documents should be provided by the units in Word format in the name of the authorized signatory, along with a PDF/Scan of signed version of the same by 30th September for CNF to display. The units must provide a searchable HTML version of circulars, minutes of the meetings in place of PDF and scanned documents currently on the website.
6. Academic and administrative units should NOT subscribe to any other domain name; only “uohyd.ac.in” domain name should be used for all official transactions of the University.
7. Confidential information should be managed by the administrative units in their servers and shared with authorized members of the registered University faculty, students, staff and alumni through the intranet with login/password. This intranet should be maintained by the CNF, isolating it from unauthorized users with appropriate firewalls and data security. All faculty members, students and officers should follow recent act approved by the Parliament, “THE DIGITAL PERSONAL DATA PROTECTION ACT, 2023” (<https://www.meity.gov.in/writereaddata/files/Digital%20Personal%20Data%20Protection%20Act%202023.pdf>)

8. The main University home/landing page and other important pages will be supervised by the PRO and uploaded by the CNF/webmaster as per the directions of the Vice Chancellor

9. The University is developing a new framework for the university webpage; once a new website policy is in place, there will be separate communication and training for all academic, administrative units and faculty members to input their data directly from their desks.