



भारतीय सूचना प्रौद्योगिकी,
अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम
मेलक्कोट्टैयूर, चेन्नई - ६०० १२७

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING, KANCHEEPURAM**

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No. IIITDMK/Admn./circular/

Date: 13.07.2018

CIRCULAR

In order to manage Institute website, the following is implemented with immediate effect:

1. Institute website Administration will be looked after by a committee comprising following members:

Sl No	Name	
1.	Dr Senthilkumaran K	Chairman
2.	Dr Vijayakumar K	Member
3.	Dr Prasannajit Kumar Pradhan	Member
4.	Dr Jagadeesh Kakarla	Member
5.	Dr Nil Kamal Hazra	Member

Sh. Kanagaram .K, Junior Technician will extend technical support for website management.

2. In case of modification/updation/deletion, the following officer shall send a request to the website committee (webadmin@iiitdm.ac.in).

SN	Level	Authorities
1.	All pages of IIITDM Website	Office of Director
2.	Department page	Respective HOD
3.	Academic pages	Dean Academics
4.	Library	Librarian
5.	Tenders	Purchase/Estate Section
7.	Recruitment notification	Administration Section
8.	Sponsored Projects/Consultancy Projects/Continuing Education Programs/Conferences	Dean (SR&ICCE)
9	Campus, Scholarships, Infrastructure, Student events Related	Dean (Students Affairs)
9.	Boys/Girls Hostel related information	Chief warden
10	Centers (TLC, MaDeIT & DIC etc.,)	Corresponding Centre heads

3. Offer points for consideration:

- a) All HODs are requested to send updated academic information of their respective departments at the beginning of semester.
- b) HODs may also send details of workshop/conference/event information, well in advance, to website administrator.
- c) All HODs should send student achievements of their corresponding departments to the website administrator regularly.
- d) Every faculty should update their profile on regular basis.
- e) In case of new faculties, their profile along with joining detail should come to the website administrator from administrative office.
- f) The profile of the faculty who has resigned/ whose tenure has completed shall be removed from the website within a week after receiving the notification from administrative office.
- g) Every student should maintain their profile properly.
- h) The accuracy of the information presented in the individual sections lies with the respective office of Dean and HODs.



Buef
Director 16/07/18