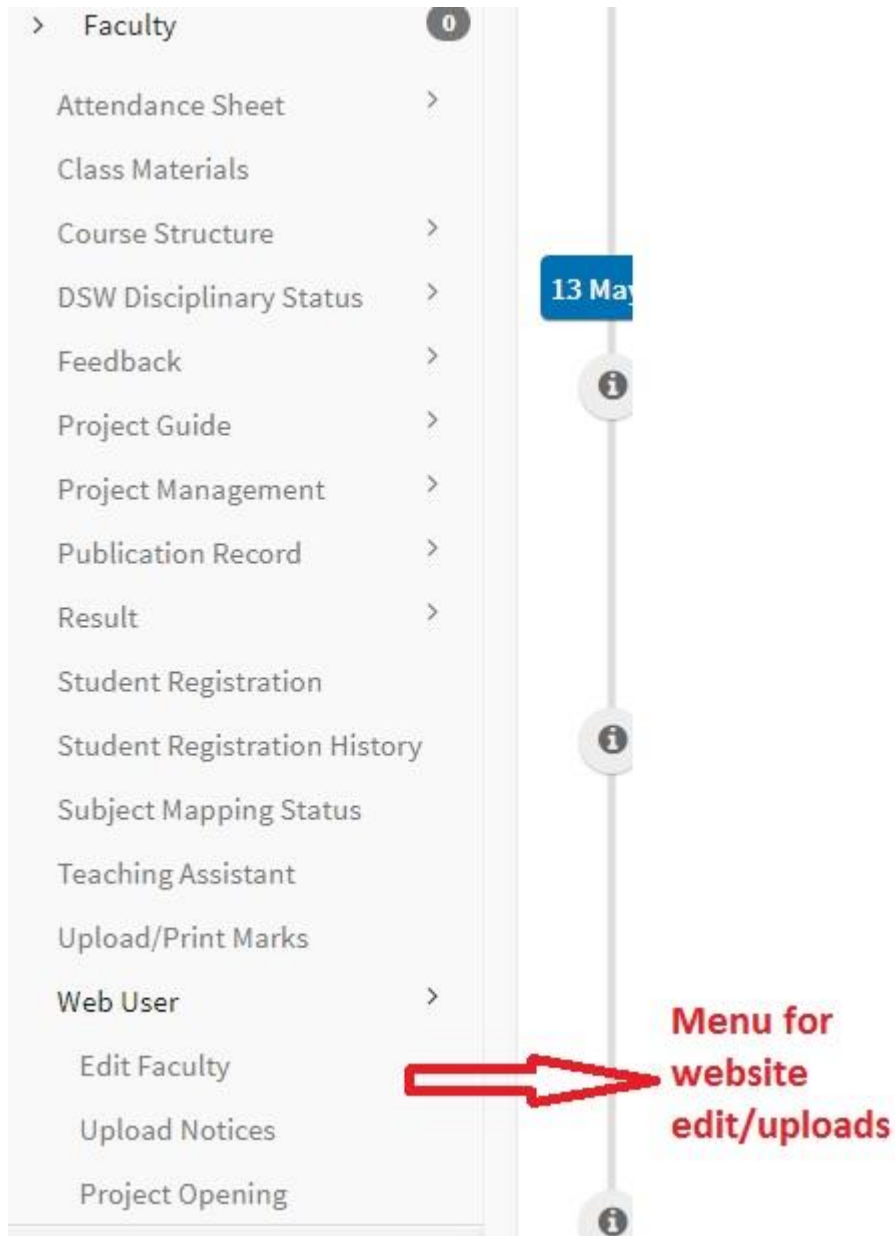


Steps for Uploading/Editing web related data by Faculty Members

All website related information can now be uploaded using MIS only, now you need not to remember/use a separate credential for website. The dependency on webmaster for such work is over from now. The screenshot below will help you on how to use this portal:


1. Login to MIS
2. Switch to Faculty Menu
3. Click on Web User Menu



4. For Editing your personal information use Edit Faculty Link

Update Web Profile

Users Deatils

First Name* Chiranjeev	Middle Name* 	Last Name* Kumar	Joining Date* 2005-06-23
Retirement Date* 2039-10-31	User Type* ft	Department* Computer Science and Engineering	Designation* Professor
E-mail* chiranjeev@iitism.ac.in	Mobile No* 9431125793	Office/Landline No* 5589	Personal Page* chiranjeev
Research Interest* Wireless Networks , Software Engineering			
CV Upload* Type:PDF Only Choose File No file chosen			
Publication Upload* Type:PDF Only uploads/publication/806/806.pdf Choose File No file chosen			
Profile Image* Image Type:jpg,png Choose File No file chosen			
Profile Image Preview* 			

Don't select if you no need to change the followings :

Edit/upload your personal information on website

5. For uploading all your Ph.D related information or seminar related information use Upload Notices (In End Date option give the last date till the information you want to display on website, after that it will automatically move to Archive)

Upload Notice

Upload News and Events

News or Event Type

Seminar

Seminar

PhD Viva

Title

News or Event End Date *

Attachment Required *

No

Submit

Upload your Ph.D. Viva or seminar related information Title should be as minimum as possible max 200 characters

- For all your Project related openings/advertisements use Project Opening (In End Date option give the last date till the information you want to display on website, after that it will automatically move to Archive)

Project Openings

Add New Project Opening

Opening for Post

-- Please Select Post --

Department

-- Please Select --

PI/Contact Person*

PI/Contact Person

Start Date*

End Date*

Attachment Required *

No

**Upload all your project
related openings**

Submit

7. In case of any error pl contact with webmaster@iitism.ac.in with your **emp no** and **screenshot** of issue.