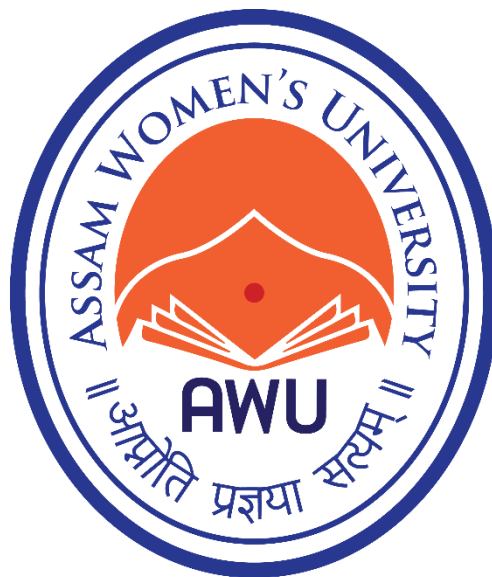# WEBSITE REQUIREMENT SPECIFICATION

Version 1.0

Prepared and submitted by Web Management Cell

ASSAM WOMEN'S UNIVERSITY

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CONTENTS

1. **INTRODUCTION**

    The university has been established by an act XXII of 2013 of State Legislature of Assam as a State University vide Notification LGL. 149/2011/92 dated 21.08.2013 and is empowered to award degrees as specified by the UGC under section 22 of the UGC Act 1956 through its own departments.

    The University has:

    a. 8 Schools
    b. 15 Departments
    c. 16 Programmes (13 PG, 2 UG and 1 Diploma). More details can be found in ANNEXURE-II

    Existing Website:

    The existing website of Assam Women's University can be viewed at https://awu.ac.in/. The existing website provides basic information about the institute through various sections / web pages / images. The site provides information on history and background about the institute and presents up to date information on the administrative and academic structure, courses being offered, details about the faculty, various forms to download, results, recruitments / jobs, notices etc. The site provides information related to RTIs and press releases. The site presently lacks intranet section meant for use by restricted members of students, faculty and staff of the institute.

    Vision of the Website:

    Assam Women's University plans to have a dynamic state-of-the-art website which would truly reflect our proposed vision, be a lively platform and add to the institute's vibrant academic environment and campus life. More details are given in this document.

2. **WEBSITE OVERVIEW**

    The site map for the present website https://awu.ac.in/ is given under ANNEXURE-I which lays out a detailed description of various individual webpages of the website, their descriptions and their URLs.

3. **GOALS**

    The aim of Assam Women's University website is to provide information in a clear and accessible format, promoting the best user experience possible. The website will act

as a central hub for access to all the university's information and specialized operations by its current and prospective stake holders, whom may include lecturers, students and administrators. The proposed website shall have a working blend of Web 2.0 and 3.0 technologies, along with attention-grabbing presentation of information.

Scope:

The website will require Assistant Professors, Associate Professors and Professors to be registered in the website's database. This registration will be supervised by one or more systems administrators with complete access to the website's backend. These administrators will be tasked with maintaining the website for continued functional operation as well as managing and securing the faculty online presence.

Definitions, Acronyms and Abbreviations:

TERMS	DEFINITIONS
System Administrator	A person who manages the operation of a computer system or particular electronic communication service.
Web Portal	A web portal is a specially designed website that often serves as the single point of access for information.
Backend	The back end of a website consists of a server, an application, and a database.
Database	A database is a collection of information that is organized so that it can be easily accessed, managed and updated.
Http	HTTP means Hypertext Transfer Protocol. HTTP is the underlying protocol used by the World Wide Web and this protocol defines how messages are formatted and transmitted, and what actions Web servers and browsers should take in response to various commands.
Https	HTTPS stands for Hyper Text Transfer Protocol Secure. It is a protocol for securing the communication between two systems e.g. the browser and the web server.
HTML	Stands for "Hypertext Markup Language." HTML is the language used to create webpages.
CSS	Stands for "Cascading Style Sheet." Cascading style sheets are used to format the layout of Web pages.

4. REQUIREMENTS

Client-oriented / Front-end requirements:

The Assam Women's University website should be user-friendly for faculties, students and the general public, providing easy access to the most necessary information without much effort. In addition, in the event of any premature system failure or urgent update, the website should provide easy maintainability. Since the website will be accessed using a wide array of devices it must be adaptive or automatically scalable for both smartphones and computers. Below are some of the front-end requirements:

a. The website should be elegant and organized in look, easy to navigate, easy to search and visually appealing and responsive in design. It should be compatible with different modern browsers and devices.
b. The homepage should contain appropriate fonts with standard sizes, sober graphic elements and navigation widgets so that it reflects a design and feel of a website of academic institution with International Standard.
c. Some frequently visited sections like Notifications; News and Events, Upcoming Events, Tenders, Recruitments etc. should be properly highlighted on the homepage with the use of proper graphic elements / widgets / sliders / scrolling elements.
d. A user friendly and efficient Searching facility should be provided on the homepage through which visitors can search the desired content, notifications, news, faculty profiles easily.
e. Feedback Forms, Grievance submission forms, ragging complaint submission forms etc. should be provided for users to submit required information.
f. Secure login facilities should be provided to faculties through which they can maintain their profiles with a simple GUI based editor. In the profiles of the faculties, there should be provision for dynamically adding different sections like Publications, Workshops attended, Papers presented, awards, achievements in addition to the basic profile section.
g. Each Department should have web pages of their own (like a mini website) which can have different sections/tabs/pages as per their requirement. The department sites will contain information about the department like faculties, Programmes, Syllabi, Research publications, News and events etc.
h. Security, is of utmost importance; because the personal information and login credentials of teaching faculties and system administrators will be stored in the sites database, all modern web and data security standards such as *https* must be implemented in order to deter or halt the efforts of criminal entities who would wish to exploit this information.
i. The website should have provisions to implement future modules in form of web-portals or scripts to handle specific task.
j. The website must host informative links exclusively for differently-abled persons and should also incorporate screen readers.

Back-end requirements:

The Assam Women's University website should be developed using the most modern web technologies including modern iterations of the most common web coding languages such as HTML5, CSS3 and PHP. Adaptability to multiple devices is one feature made possible by these new web technologies allowing for more dynamic, good looking and interactive web pages. With the integration of these technologies, the university's website should offer both quality and performance. Below are some of the back-end requirements:

a. There should be a powerful role-based Content Management System (CMS) for managing the website by different users. Mainly, there will be three kinds of users for managing the website - System Administrator, Department Admin and Data Entry Operator (DEO).

b. The System Administrator should be able to add / delete / update / hide / archive any content on the website through a GUI based editor / system. All the homepage contents including menus, links and widgets should be dynamically editable by him without the requirement of understanding the underlying technology. The System Administrator will also be able to edit departmental sites, faculty profiles and all other contents which are editable by Department Admins and DEO.

c. The Department Admins should be able to edit the contents(sites) of the respective departments and Faculty List / Student List / Alumni List through a user-friendly graphical interface.

d. The DEOs should be able to add / edit / publish / archive the notifications, news, events, recruitment notices, tenders and some other frequently accessed sections of the website through a user-friendly graphical interface. Edition / Deletion of other contents by DEO should be restricted.

e. THE CMS should have a FormBuilder module / component through which the System Administrator will be able to create forms based on future requirements.

f. All the contents / pages / notifications (published / Unpublished / Archived) should be easily searchable by the System Administrator and option should be provided to publish / unpublish them on a single click.

g. Advanced backup and restore facility for System Administrator so that the site can be periodically backed up and restored, when necessary, in a hassle-free manner.

h. A log file should be maintained for the activities performed by DEO and Department Admin which shall be accessible only to the System Administrator.

i. All the passwords should be kept in an encrypted form with the application of standard encryption techniques.

5. **CONTENT DESIGN**

Website Development and Design:
   a. Development on Open-Source JS Platform like React JS, Angular JS, node.js, PHP, MySQL etc.
   b. Dual Language Compatible (English and Assamese)
   c. Should be responsive and to work perfectly on all devices (Desktop, Laptop, Smartphones, Tablets etc.) and popular Operating Systems (eg: Windows, Linux, Android, iOS, Sailfish etc.)
   d. Should be a PWA (Progressive Web App).
   e. Website should comply with MHRD and GOI Guidelines (WCAG/GIGW etc.) and Quality Certification (STQC)

f. Website should follow W3C Guidelines.
g. Admin Dashboard should have the ability to Add / Edit / Delete the contents and need to have Admin panel feature. (For all courses / administrative activities and Recruitments)
h. Website should be scalable for future requests.
i. Anti-spamming feature.
j. Additional features of live data editing, real-time data refresh including images and real-time publish and subscription using GraphQL.
k. Dynamic Photo and Video Gallery.
l. Should have Search Engine Optimization (SEO) facility
m. It should provide online tracking facility for job applicants, students seeking admissions, RTI, applicants etc.
n. Feedback form option
o. Faculty / Staff / Student information pages / department sites
p. Provision for submission of online application form related to recruitment of faculty and staff, etc.,
q. The portal should support Web 3.0 (any advanced / latest) based tools such as RSS feeds, Blogs, Chats, Podcasts & social media such as YouTube, Linkedin, Facebook, Twitter etc.
r. All logins must operate on secure protocols. It should provide support for website security audit.
s. Separate Authentication Privileges for System Administrator and Role based authentication mechanism.
t. User for Website & Database Management.
u. There should be provision for individual homepages for faculty members where contents (assignments, course materials, etc.) can be dynamically uploaded and maintained by the respective faculties. There should also be a query submission section in the homepages.
v. Should have provision for integration of open-source course management systems like Moodle in the future.
w. User accounts should be provided to every student for submission of queries.

Migration of existing website:
New website should be a super-set of the existing Assam Women's University website https://awu.ac.in/. Hence all the contents of existing website should be migrated to the new website / portal. This phase is expected to be part of Website Development and Design.

Hosting and Backup:
a. Cloud-based platform with load balancing configuration must be implemented so that the website remains up even in peak time, such as result declaration.

b. Daily backup facility (In addition to cloud-based backup by Service Provider, there should be facility for user-friendly backup feature where the University's authorized person can take backup / restore from a local machine).

6. DEVELOPMENT METHODOLOGY

The development methodology should follow an iterative-prototype approach especially in the initial startup and design phase.

7. ANNUAL SUPPORT & MAINTENANCE

The scope of Annual Support & Maintenance will be for a period of 03 (three) years and will cover regular updating of contents in the above modules / sub-modules, software & security feature up-gradation, etc.

In order to undertake above, the service provider will depute 01 (one) qualified resource person who need to be available on call basis (24x7) to maintain / manage / troubleshoot the website as per Assam Women's University's requirement.

8. COPYRIGHTS & TRADEMARKS

The source code, text, design, trademarks, photos and graphics in editable mode, or other artwork furnished in designing of the new website shall be owned by Assam Women's University upon completion of the successful implementation of website by the service provider. Website designed by the service provider will not include the name or logo of the web developer anywhere.

Dynamic data including third party data generated through website analytics will remain under complete control of Assam Women's University and it shall reserve its copyrights.

Other Key Points:
a. The service provider has to share the source code of website with Assam Women's University's Website Management Cell.
b. All material / product and related codes on website would be the property of Assam Women's University and service provider would have no claim over the same in future.
c. All content should be stored and kept confidential and service provider should not reuse / replicate / transfer the same to anyone else.
d. The service provider should provide all admin / user manuals along with complete training to Assam Women's University's Website Management Cell.
e. The service provider should also provide support for all future upgrades / initiatives of Assam Women's University related to website.

ANNEXURE-I **Site Map of the Existing Website**

Front Page

Front Page of Assam Women's University

About

About the University

Vision, Mission & Goals

Act, Ordinances, Rules & Policies

Former Vice Chancellors

Administration

Chancellor

Vice Chancellor

Registrar

Academic Registrar

Finance & Accounts Officer

Officer on Special Duty

University Authorities

Schools

School of Humanities, Social Sciences & Fine Arts

Department of Assamese

Department of Cultural Studies

Department of English

Department of Political Science

Department of Sociology

School of Education & Psychology

Department of Education

Department of Psychology

School of Business & Management Studies

Department of Business Management

Department of Economics

School of Hospitality, Tourism & Travel

Department of Tourism & Travel Management

School of Media & Mass Communication

Department of Mass Communication & Journalism

School of Engineering & Technology

Department of Information & Computer Science

Department of Library & Information Science

School of Life Style & Design

Department of Fashion Design & Technology

School of Health Science

Department of Physiotherapy

Programmes

  Post Graduate Programmes (13)

  Under Graduate Programmes (2)

  Diploma Programmes (1)

Cells

  Internal Quality Assurance Cell (IQAC)

  NAD Cell

  Library Cell

  SWAYAM Cell

  Women's Grievance Redressal Cell

  Women's Empowerment Cell

  Training & Placement Cell

  Right To Information Cell

  Medical Cell

  Media Cell

  Campus Development Cell

  Website Management Cell

Download Forms

Informations

  Facilities

  Activities

Contact Us

  Contact Us

Upcoming Events

Important Links

  Central Library

  NDLI

  RTI

  Image Gallery

Apart from these the existing website also hosts independent modules such as:

a. Online Admission Portal

b. Convocation 2020 Web Portal

c. SBI Collect Portal

ANNEXURE-II
Schools, Department and Programmes Data

Schools:

The focus of the schools and departments is on imparting quality education. The course curriculum has been designed keeping in mind the current needs of academics. It is based on teamwork and uses a number of pedagogical methods, including case studies, lectures, simulations, and integrative exercises. The curriculum provides the students with a lifelong framework of practical and intellectual skills that will serve them throughout their careers.

Sl. No.	Schools	Departments
1	School of Humanities, Social Science and Fine Arts	Department of Assamese
		Department of Cultural Studies
		Department of English
		Department of Political Science
		Department of Sociology
2	School of Education and Psychology	Department of Education
		Department of Psychology
3	School of Business and Management Studies	Department of Business Management
		Department of Economics
4	School of Hospitality, Tourism, and Travel	Department of Tourism & Travel
5	School of Media and Mass Communication	Department of Mass Communication
6	School of Engineering and Technology	Department of Information & Computer Science
		Department of Library & Information Science
7	School of Lifestyle and Design	Department of Fashion Design & Technology
8	School of Health Science	Department of Physiotherapy

Offered Programmes

The university has 15 departments under 8 schools in the areas of Assamese, Cultural Studies, English, Political Science, Sociology, Psychology, Education, Business Management, Economics, Tourism & Travel, Mass Communication, Information & Computer Science, Library & Information Science, Fashion Design & Technology and Physiotherapy. The schools are offering various programs from diploma to postgraduate degrees.

Master's degree programmes offered by the university:

Name of the Programme	Duration (in Semesters)	Intake Capacity
M.A. in Assamese	4	30 + 5*
M.A. in Cultural Studies	4	30 + 5*
M.A. in English	4	30 + 5*
M.A. in Economics	4	30 + 5*
M.A. in Education	4	30 + 5*
M.A. in Mass Communication and Journalism	4	30 + 5*
M.A. in Political Science	4	30 + 5*
M.A. in Sociology	4	30 + 5*
Master of Business Administration (M.B.A.)	4	30 + 5*
Master of Computer Application (M.C.A.)	4	30 + 5*
Master of Library and Information Science (M.L.I.S.)	4	30 + 5*
Master of Fashion Design and Technology (M.F.D.T.)	4	30 + 5*
Master of Tourism and Travel Management (M.T.T.M.)	4	30 + 5*

Endowment Seats

Bachelor's degree programmes offered by the university:

Name of the Programme	Duration (in Semesters)	Intake Capacity
B.A. in Psychology	6	30 + 5*
Bachelor of Physiotherapy (B.P.T.)	9	30 + 5*

Endowment Seats

Diploma programmes offered by the university:

Name of the Programme	Duration (in Semesters)	Intake Capacity
Post-Graduate Diploma in Computer Application (P.G.D.C.A.)	2	30 + 5*

Endowment Seats

SITEMAP OF THE LIBRARY WEBSITE

HOME

ABOUT US

    ABOUT LIBRARY

    LIBRARY RULES

    LIBRARY HOURS

    LIBRARY SECTIONS

    LIBRARY COLLECTIONS

    LIBRARY TEAM

    LIBRARY GOVERNANCE

SERVICES

    MEMBERSHIP

    CIRCULATION SERVICE

    REPROGRAPHY SERVICE

    GOVT. PUBLICATION PORTAL

    USER EDUCATION SERVICE

    RESEARCH SUPPORT SERVICE

    LIBRARY 2.0

RESOURCES

    OPEN ACCESS RESOURCES

    PRINT RESOURCES

WebOPAC

PLAGIARISM TOOL

    URKUND (OURIGINAL)

DOWNLOADS

    LIBRARY MEMBERSHIP FORM

    LIBRARY CLEARANCE CERTIFICATE

    FEEDBACK FORM

CONTACT US

    ASK A LIBRARIAN

HOME

It will display a detailed range of information about the central library and the university. It will consists some of the following points and other necessary items can be included accordingly.

- ANNOUNCEMENTS @library
- FACULTY PUBLICATIONS
- OPEN ACCESS RESOURCES

- E-RESOURCES
- SEARCH LIBRARY CATALOG
- ONLINE USER REGISTRATION

ABOUT LIBRARY

The Central Library of Assam Women's University was developed to meet the needs of the University's students and faculty members. Our mission is to set high standards for knowledge preservation and become an effective and essential tool for the development of the intellectual growth of the users and facilitate access to information resources. The Central Library of Assam Women's University was established in 2014, coinciding with the University's inception.

LIBRARY RULES

i. Library card is compulsory for getting access to the library

ii. It is necessary to maintain silence.

iii. Readers should avoid speaking or discussing in order to prevent disturbing other readers. Individual study and research are the only activities permitted in reading halls.

iv. Personal items are not permitted inside the library.

v. Spitting, chewing, eating, drinking tea, sleeping, smoking, and any other behaviour that would cause other readers or the library's discipline to be disrupted is strictly prohibited.

vi. It is only permitted to use a mobile phone in vibration mode.

vii. Books labeled as "Reference" are not available for borrowing.

viii. Dissertations classified as "Reference" are not available for loan.

ix. In the case of an emergency, the librarian may recall a book at any moment.

x. Borrowers must ensure that the book is in good physical condition before borrowing; otherwise, they will be held liable for any damage or mutilation discovered upon return.

xi. Library membership card is non-transferable.

xii. Inside the Library, it is strongly advised that cleanliness be maintained. Users ought to help library staff in keeping the library clean and hygienic.

xiii. Outside readers will only be permitted to use the Library with the Librarian's written permission.

xiv. The Reading Rooms' chair arrangement should not be disturbed.

LIBRARY HOURS

The University Syndicate will fix the library hours from time to time. The library hours will be as follows for the time being.

9:30 AM to 5:30 PM on all working days

The loan/circulation counter will close half an hour before the library closes, and there will not be any loan operations thereafter.

LIBRARY SECTIONS

- Acquisition Section
- Technical Processing Section
- Circulation Section
- Text Book Section
- Newspaper Section

MEMBERSHIP

Admission to the library will be granted to all the members of the Assam Women's University. Students, teaching and non-teaching staff, administrative personnel, and anybody else in the above-mentioned categories must complete the library membership form and receive the signature of the Head of Department or the Registrar, as applicable. The formalized on being approved after complying with the procedures must obtain a Library Card.

Any contract or temporary employee must receive special permission from the Registrar for a term of not more than six months or until the end of the tenure period,

and such employees must pay the membership fee. Books required for this purpose in the departmental library shall only be supplied to the head of the department concerned against a Departmental Library card.

If a person from outside Assam Women's University is allowed to join the library, he or she must pay an annual membership fee as well as a security deposit

CIRCULATION SERVICE

Readers can register as members of the library under the Circulation section by following the library's policies. On presentation of the library card, books will be issued. Students are expected to inspect the books before borrowing them, and they will be held liable for any damage or mutilation discovered upon return.

  i. The user can only be renewed a maximum of two times.

  ii. If a book has already been issued, students can reserve it at the Circulation Desk.

  iii. High-demand books may not be renewed.

  iv. If the user fails to return the book on scheduled several times, the borrowing privilege may be revoked.

  v. Readers are responsible for books issued against their name.

  vi. Library members are responsible for the safekeeping of the Library Cards that have been issued to them.

PRIVILEGES

Library User Category	Number of Books	Period
University Staff (Academic)	3	30 days with the provision of renewal
University Staff (Non – Academic)	2	30 days with the provision of renewal
Student	2	15 days with the provision of renewal

* Periodicals and journals will not be lent out.

* Rare books will not be lent out.

Overdue charges:

Borrowed materials must be returned on or before the due date stamped on them; if they are returned late, a late fee will be levied/charged for the period they were late.

Library User Category	Late fine
Student	Rs. 5
Staff (Academic &Non – Academic)	Rs. 5