Policy for Information Display on LNMIIT Web-site

LNM Institute of Information Technology
{webadmin[at]lnmiit.ac.in}

Campus users interested in altering / putting specific items of information on display under various categories on the LNMIIT home page or on pages under control of webadmin may note the following:

1. All mails requesting such changes need to be addressed to : `webadmin[at]lnmiit.ac.in` only

2. All such requests may be sent using an 'lnmiit' mail account. No requests from personal accounts would be processed.

3. The Student/Faculty/Staff must route their requests to webadmin, via following routes.

    (a) Student → Faculty → Head of the Department → Dean → Webadmin
    (b) Non-teaching Staff → Section head → Registrar/Estate Manager → Webadmin

    The information to be put up on the web must be approved by Deans/Registrar/Estate Manager.

4. An information item requested for display on the home page need be of the nature of a "News" or "Event" of reasonable importance, however, the final discretion for accepting such a request would be with the website committee.

5. In case a file has to be hosted as part of the information item, users may use doc, html or pdf formats only.

6. All communications relating to display on the home page need to provide a concise title (not exceeding 30 characters) of the item and also indicate the time period of the display, after which it may be removed. If time line is not mentioned in the information display form, the displayed item will be removed automatically after seven days of display.

7. It is **mandatory** to submit the information display form along with the content, without which the information display request will not be processed.

8. For posting information relating to R&D, awards, honors, achievements etc, the user (s) need to send an authoritative text along with suitable photographs (if available). Only texts authored by the LNMIIT faculty or a concerned administrative officer would be acceptable.

9. The text may be composed in a very brief "abstract" form for a general readership. Substitute reports on the same topic prepared by external agencies (or links owned by such agencies) will not be accepted for direct hosting on the institute main page / site. This is for ensuring authenticity, and for avoidance of possible (even if, inadvertent) oversights / errors / misinterpretation in reportage by such agencies.