



# Web Development and Management Policy

Version 1.0

University of North Bengal

Computer Centre



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## INTRODUCTION

Higher Education is one of the sectors where the digital disparity is conspicuously visible. The divide is mainly between those who have adequate access to Information and Communication Technology (ICT) including physical access, motivation, skills, and actual usage of digital technologies and those who have 'zero' or poor access to the technologies.

The University of North Bengal has clearly crossed over and have made digital advancements and secured its digital and technology infrastructure. The University seeks to achieve the digital empowerment goal and to improve well-being of its pupil and towards this end attempts to outline a set of goals, strategies, initiatives and intended policy outcomes.

The policy framework intends to fulfil the information and communication needs of the faculty, scholars and students through the establishment of a ubiquitous, resilient, secure, accessible and affordable Digital Communications Infrastructure and Services, specifically an information portal as official website of the University.



## GENERAL POLICY

### Development & Maintenance

The NBU website will be designed, developed and maintained by the Computer Centre, NBU in consultation with the website committee. Computer Centre, NBU shall be responsible for creating and maintaining the entire website, and shall be liable to coordinate all the matters related to governance of all levels of the University website and its content. The website shall be liable for any required extension and modification in future and shall always be dynamic in nature.

### Access

The website is so maintained to meet or exceed the Web Content Accessibility Guidelines (WCAG 2.0 A & AA) established by the World Wide Web Consortium (W3C) and to use responsive CSS design for delivering the best user-experience across browsers and devices. It shall also be ensured that websites shall remain accessible to the widest possible audience, including individuals with disabilities.

The website has two types of access control. One is public for all and another part is accessible only by "Authorized User". An authorized person can be a University official, Student, Teacher, Researcher, Website Developer, and Web Server Administrator.

The Website access policy will be determined by the Head, Computer Centre, in consultation with Website committee, or as directed by the Vice-Chancellor of the University. But the thumb rule should be any information of confidential or private in nature can be accessed by authorized personnel, generally by using their respective credentials along with Institutional Email IDs.

### Content

#### University General Content

- Content should be routed through the Vice-Chancellor / Registrar
- Content will be owned by Office of the Registrar

#### Departmental Content

- Content shall be routed through the Head of the Department of respective departments / Registrar
- Content will be owned by Head of the Department of respective departments

### **Personal Content**

- Content, resume, personal photographs should be routed through the Head of the Department of respective departments / Person concerned and must be submitted from institutional email ids
- Content will be owned by the person concerned

### **Notifications, Circulars, Tenders**

- Any notification which is public in nature it should be routed as following
  - Exam and related notices – Controller of Examinations or Registrar
  - Admission related notification – Secretary of UG and PG councils with proper approval from Vice-Chancellor / Registrar or Registrar
  - Finance related notices – Finance Officer or Registrar
  - Engineering Tenders – University Engineer with proper approval from Vice-Chancellor / Registrar or Registrar
  - HRDC notifications regarding new programs and candidate selection list – Director, HRDC with proper approval from Vice-Chancellor / Registrar or Registrar
  - IQAC circulars - Director, IQAC with proper approval from Vice-Chancellor / Registrar or Registrar
  - Any other notifications - Vice-Chancellor / Registrar
- Any notification for which the target audience is limited to a department and will be visible from departmental subdomains
  - Head of the department of the respective department and must be submitted through institutional email id
  - Notification for any time bound events like seminar, work-shop etc. needs to be communicated two business days in advance
- All the notifications should preferably in PDF format with a size restriction of 2 MB
- The default notification title would be the title of the notification, unless specified separately
- All the notifications published in the University website will be owned by the sender from whom it is received by the Computer Centre



### **Flyers or Brochure**

- Flyers or brochure for any events like seminar, work-shop, etc. needs to be communicated two business days in advance
- Flyer/Brochure should preferably in PDF format
- To push the events in Home Page Pre-Load Slider, a proper JPG or PNG image to be submitted with aspect ratio 300 X 900
- Any image used in the brochure or flyer should be copyright free
- Content will be owned by the sender from whom it is received by Computer Centre
- A copy of the event should be posted in the University official Facebook Page, maintained by the University identified Social Media Champion .

### **Content for Departmental Journal Web Platform**

- Content owner would be respective Head of the Department
- Content should be communicated by the Editor of the respective journal
- The information of the Editorial Board and Editor's desk should be kept updated
- The journal should be in searchable PDF format and clearly readable
- Journal will be stored at University Institutional Repository and will be accessed through separate web site designed for that journal in nbu.ac.in domain

### **Web Hosting**

Website is hosted in cloud server (from external vendor). All the departments, Journals, or anything very special in nature should be hosted in separate sub-domain. All the sub-domains should follow the https security protocol. Any technical decision regarding hosting will be taken by the Head, Computer Centre.

### **Back Up**

Being hosted at external cloud server, chances of down time or data loss is almost non-existence. However, Website Development and maintenance team at Computer Centre needs to plan the disaster recovery and, accordingly, will arrange an alternative server as clone of the actual website hosted in university campus in view of emergency.

## COPYRIGHT POLICY

Material featured on this Portal may be reproduced free of charge after taking proper permission by sending an e-mail to the Head, Computer Centre. However, the material has to be reproduced accurately and can not to be used in derogatory sense or in context which is misleading in nature. Wherever the material is being published or issued to others, the source must be prominently acknowledged.

However, the permission to reproduce this material shall not be extended which may infringe copyright of a third party. Authorisation to reproduce such material must be obtained from the departments/ concerned copyright-holders.

## PRIVACY POLICY

NBU-Website will not automatically capture any specific personal information from anyone, (like name, phone number or e-mail address), that may allow to identify anyone individually. If the NBU-Website requests anyone to provide personal information, the person concerned will specify the purposes for which the information is gathered and adequate security measures will be used to protect your personal information.

NBU Website development/maintenance team will not sell or share any personally identifiable information volunteered on the NBU-Website to any third party (public/private). Any information provided to this website will be protected from loss, misuse, unauthorized access or disclosure, alteration, or destruction.

NBU Website may gather certain information about the User, such as Internet protocol (IP) addresses, domain name, browser type, operating system, the date and time of the visit and the pages visited. NBU Website will make no attempt to link these addresses with the identity of individuals visiting university website unless an attempt to damage the site has been detected.



## HYPER-LINKING POLICY

### Links to external websites/portals

At many places in this website, there will be links to other websites/portals. The links have been placed for the convenience of the users. NBU is not responsible for the contents and reliability of the linked websites and does not necessarily endorse the views expressed in them.

Mere presence of the link or its listing on this Portal should not be assumed as endorsement of any kind. Computer Centre cannot guarantee that these links will work all the time and have no control over availability of linked pages.

### Links to NBU-Website by other websites

NBU Website development/maintenance team will not object to anyone to linking directly to the information that is hosted on this site and no prior permission is required for the same. However, we would like you to inform us about any links provided to this Portal so that you can be informed of any changes or updates therein.

Also, we do not permit our pages to be loaded into frames on your site. The pages belonging to this site must load into a newly opened browser window of the User. For more details and banners to link to our Portal visit our Link to Us Section.

## WEBSITE ASSISTANCE

The University Website Development and Maintenance Team at Computer Centre have a role to play in making NBU digital information more accessible. The University has established various support wings to assist all the stakeholder of the website.

### Helpdesk

NBU has an email responding system to resolve any type of technical issue in connection with website. For the same the user needs to raise a query at [cchelpdesk@nbu.ac.in](mailto:cchelpdesk@nbu.ac.in) and the team take care of the problem with accordingly.

For any queries regarding content upload the user needs to communicate at [webupload@nbu.ac.in](mailto:webupload@nbu.ac.in) or set up an online or offline discussion session with Head, Computer Centre.



### **Training and Support**

Most of the training and support resources are readily available in the website. For anything else Head, Computer Centre or Registrar, NBU will be the point of Contact.

## **CONCLUSION**

NBU faculty, staff, and students, the website committee and the Computer Centre Development Team must comply with this policy. Any individual who violates this policy may be subject to disciplinary action in accordance with and subject to appropriate University policy and procedures.

### **This policy applies to**

- Students: UG, PG, Research
- Employees (Permanent/ Temporary/ Contractual)
- Faculty
- Administrative Staff (Non-Technical / Technical)
- Higher Authorities and Officers
- Website Users



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**APPROVED BY:**

Vice-Chancellor, University of North Bengal

**APPROVED ON:**


Friday, May 10, 2019

**EFFECTIVE ON:**

Friday, May 10, 2019

**REVIEW CYCLE:**

Annual or as Needed



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