

### **Procedure to be followed for uploading in the institute website**

1. Soft copy of the content to be uploaded should be routed through official e-mail ID only as a file attachment along with filled-in form (as file attachment) available at <http://www.nitr.ac.in/upload.php> to the Head of the concerned department / section / centre who shall then forward it through his/ her official e-mail ID to the following e-mail id:

[webupdates@nitrr.ac.in](mailto:webupdates@nitrr.ac.in)

- **E-mails for uploading content not accompanied by the duly filled-in form (as file attachment) shall be ignored and no upload will be done.**
  - Director, Registrar, Deans, Heads of Departments / Section / Centres can send directly through their official e-mail IDs.
  - Faculty in-charges, Committee / Conference Convenors / Chairpersons can also send directly through their official e-mail IDs.
2. E-mails for uploading content should be sent from the NIT Raipur e-mail account only.
    - **E-mails for uploading content sent from personal mail IDs like yahoo, rediff, etc. shall be ignored and no upload will be done.**
  3. The webmaster (owner of e-mail id: [webupdates@nitrr.ac.in](mailto:webupdates@nitrr.ac.in)) is not responsible for the content to be uploaded or its correctness and whatever content comes through the channel defined above will be uploaded on as-is where-is basis.
  4. **For uploads, the content should be sent for upload with at least 1 clear working day in between the e-mail for uploading content and the actual upload.**
  5. Reminder e-mail may be sent if website is not updated by this date since sometimes it so happens that due to error / other technical reasons mail is undelivered/ wrongly delivered/ delivered late.
    - Exceptions shall be made to point no. 6 only in cases like counseling etc. where the dependency for information is on other institutes and organizations
  6. The above procedure does not apply for updates of individual staff profiles.

Staff profiles have to be kept up-to-date by the individual staff members and for this purpose profile, IDs and passwords have been issued to individual staff.
  7. **These procedure and guidelines are to be rigorously followed for ensuring authenticity and currency of content on the institute website.**