

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)
Maulana Mohammed Ali Jauhar Marg, New Delhi-110025

Office of the Registrar

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F.No. Notice/Adm(RO)/2013

September 1, 2013

Director

FTK Centre for Information Technology.

Jamia Millia Islamia
New Delhi.

538
5/9/13

Subject: Regarding upload of information on the Jamia Website

Dear Sir/Madam,

To facilitate timely upload of information on the University Website all concerned are requested to observe the following:

1. The information to be uploaded on the University website should reach FTK-CIT latest by 3:00 p.m. information received after 3:00 p.m. may not be displayed on the website on the same date.
2. All electronic requests for upload of information should be made through the official e-mail ids of the concerned Head of the Department/Faculty member/officer. Mails received through private email ids will **NOT BE CONSIDERED** for upload of any information on the website.
3. The Deans/Directors/Heads of the Departments and all officials are requested to please direct their staff to use official email id for all official communication. Employees upto the level of LDC who do not have the official email ids may please be asked to collect their ids and passwords from the Web Section, FTK-CIT.

Yours sincerely,

Shahid Ashraf
(Prof. Shahid Ashraf)
Registrar