



GSFC
UNIVERSITY

INCUBATING INNOVATORS

GSFC UNIVERSITY

GSFCU/HR/CIR/360

28th May, 2018

Sub: Portal Administration Committee

1. Vide office order dated 10th May 2018, the Management created a team to develop and upgrade GSFC University website due to the upcoming admission season.
2. As per the directives of the President, there is a need for further and continuous vetting of contents uploaded on the website and also removal of unnecessary content, if any.
3. Further, if any documents are to be uploaded on the website or any write up has to be published, the same shall be forwarded to "Portal Administration Committee" which will be specifically assigned the task to examine and vet the documents. Once the document has been examined, the committee shall give an endorsement to the concerned department/ employee, so that the document can be published on the website.
4. This process will help to achieve the target of minimum errors in the content being uploaded on the website as well as keep a check on the documents being uploaded.
5. Therefore, in context of the above, Dr. Nishit Parikh (Assistant Professor- Mechanical Engineering) will be assigned the task of "**Portal Administrator**". He shall be supported by Mr. A. Srikrishnan (Assistant Professor- Chemical Engineering) and Mr. Pranav Kalambe (IT Support).
6. Mr. R B Panchal (CLO) will also provide his expertise and guidance to the "**Portal Administrator**" and his team to ensure appropriate and regular updates in GSFC University's website.

S.P. Bhatt
Director (Administration)