From

Director General Higher Education
Panchkula, Haryana

To

All Principals of Government Colleges of Haryana
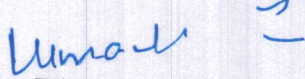
Memo No. 010001/10/2020-Coord
Dated: 06/08/2020

Sub: **Updation of College websites.**

Kindly refer to the subject cited above.

I have been directed to inform you that the Department has developed common template of Website for all the Government Colleges. We have already instructed you to configure the Name Server in your ERNET Domain Name through email dated 05.08.2020. Now you are requested to feed/update the information of your college in your college website through "College Admin Login" by 07.08.2020 02:00 P.M.

Login Credentials for "College Admin" has been shared on your college email id. Also, a Help Module is enclosed with this letter for your reference. For any technical help you may contact on itcell.dghe@gmail.com and Mr. Rakesh Rana, Sr Programmer (9988138853)
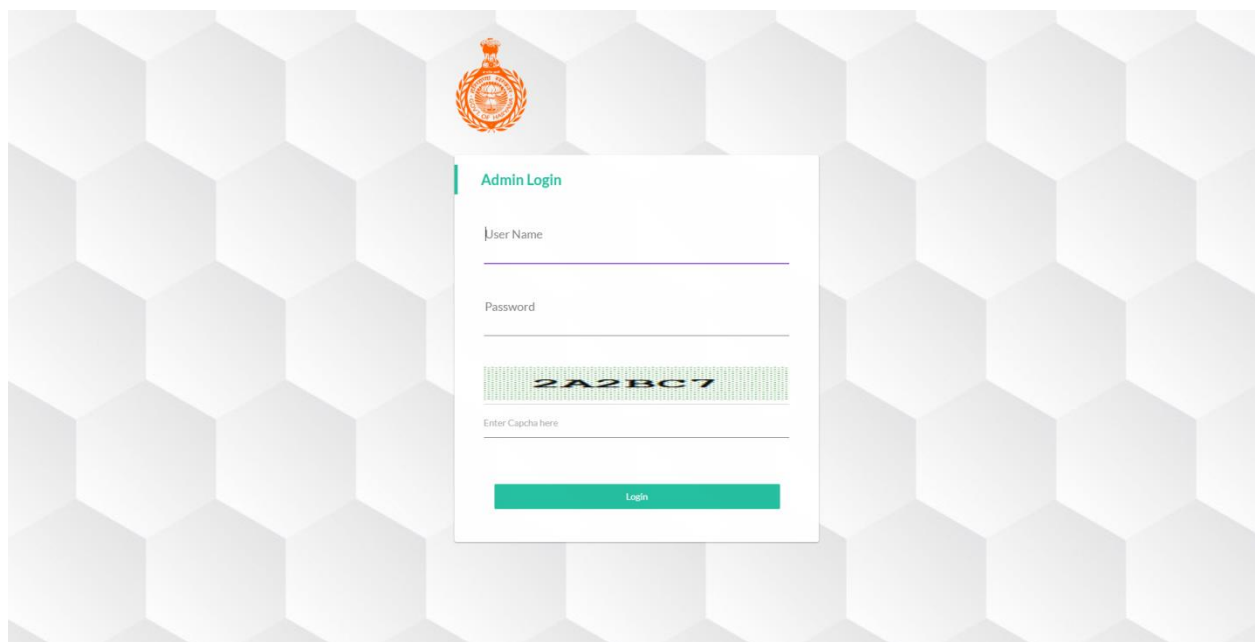
Deputy Director – Coordination
for Director General Higher Education
Haryana, Panchkula

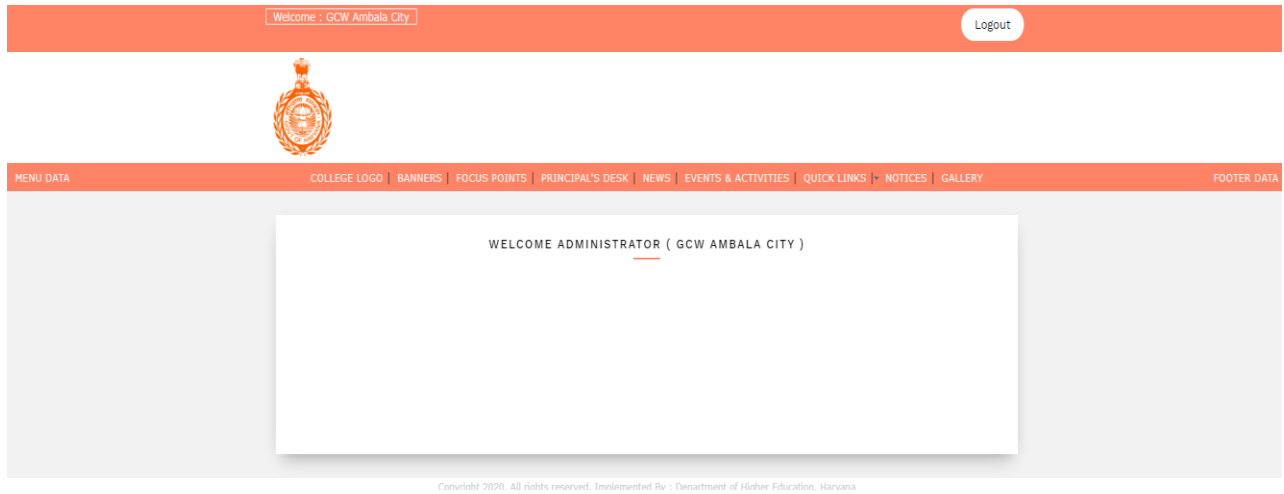# Help Module for Updation of Information of Government Colleges

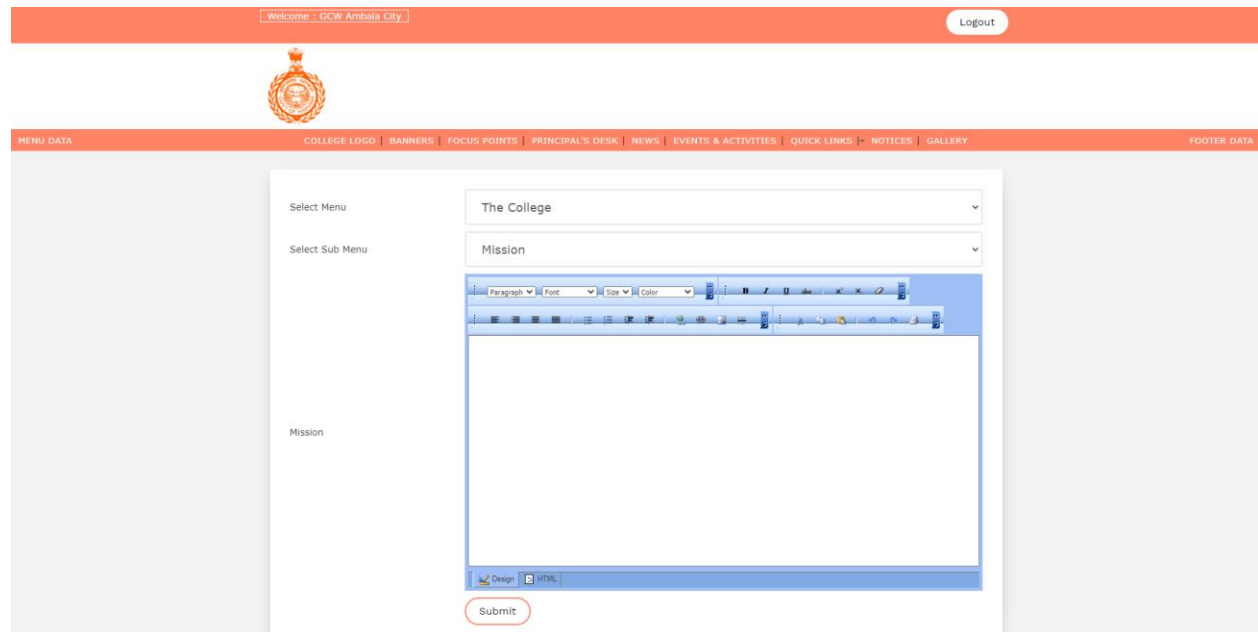1. Go to Your College website using url provided by ERNET
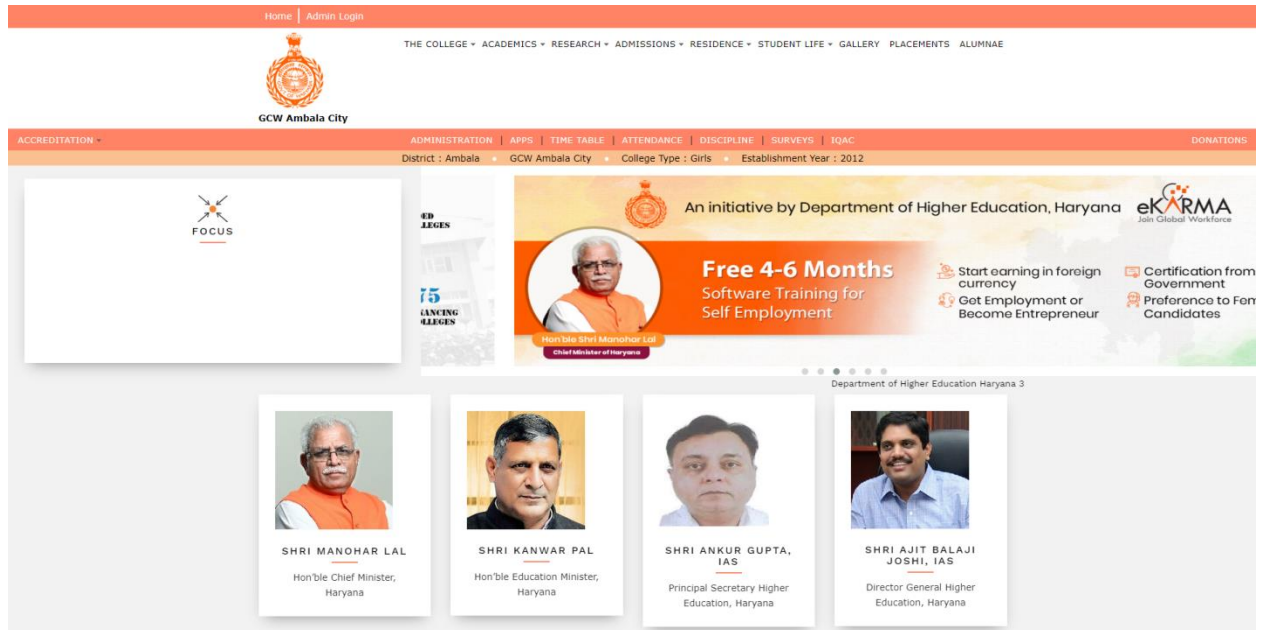
2. Click on **Admin Login at the top** and fill Credential given to you as shown in below screenshot:

3. Go to Admin **Home Page**

4. Click on **Menu Data** link and Update website data accordingly

5. Click on **College Logo** to update college logo image

6. Click on **Banners** to update college banner images

7. Click on **Focus points** to update college focus points

Logout

MENU DATA   COLLEGE LOGO | BANNERS | FOCUS POINTS | PRINCIPAL'S DESK | NEWS | EVENTS & ACTIVITIES | QUICK LINKS | NOTICES | GALLERY   FOOTER DATA

Focus Point

Select Attachment File (optional)   [Choose File] No file chosen

Submit

8. Click on **Principal's Desk** to update Principal Name and Photo

Welcome : GCW Ambala City

Logout

MENU DATA   COLLEGE LOGO | BANNERS | FOCUS POINTS | PRINCIPAL'S DESK | NEWS | EVENTS & ACTIVITIES | QUICK LINKS | NOTICES | GALLERY   FOOTER DATA

Select Principal Photo   [Choose File] No file chosen

Principal Name

Brief Bio Profile

Paragraph ▾ | Font ▾ | Size ▾ | Color ▾

Design | HTML

Submit

9. Click on **NEWS** to update college NEWS

Welcome : GCW Ambala City

Logout

MENU DATA   COLLEGE LOGO | BANNERS | FOCUS POINTS | PRINCIPAL'S DESK | NEWS | EVENTS & ACTIVITIES | QUICK LINKS | NOTICES | GALLERY   FOOTER DATA

News Photo   Choose File No file chosen

News Title

News Description

Submit

10. Click on **Events & Activities** to update college events and activates

Welcome : GCW Ambala City

Logout

MENU DATA   COLLEGE LOGO | BANNERS | FOCUS POINTS | PRINCIPAL'S DESK | NEWS | EVENTS & ACTIVITIES | QUICK LINKS | NOTICES | GALLERY   FOOTER DATA
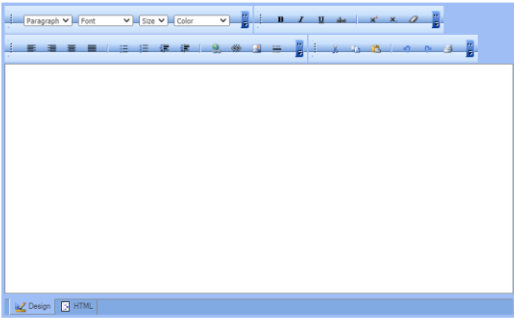
Events/Activities Photo   Choose File No file chosen

Events/Activities Title

Events/Activities Description

Submit

11. Click on **Quick Links** to update Download Forms, Exams, Academic Calendar, List of Holidays and Directories.

Logout

MENU DATA   COLLEGE LOGO | BANNERS | FOCUS POINTS | PRINCIPAL'S DESK | NEWS | EVENTS & ACTIVITIES | QUICK LINKS |- NOTICES | GALLERY   FOOTER DATA

Select Menu   Exams

Select Attachment File   Choose File No file chosen

Submit

12. Click on **Notice** to update college notice board

Logout

MENU DATA   COLLEGE LOGO | BANNERS | FOCUS POINTS | PRINCIPAL'S DESK | NEWS | EVENTS & ACTIVITIES | QUICK LINKS |- NOTICES | GALLERY   FOOTER DATA

Notice Type   ----Select----

Notice Title

Notice File   Choose File No file chosen

Submit

12. Click on **Gallery** to update college gallery images

MENU DATA | COLLEGE LOGO | BANNERS | FOCUS POINTS | PRINCIPAL'S DESK | NEWS | EVENTS & ACTIVITIES | QUICK LINKS | NOTICES | GALLERY | FOOTER DATA

Gallery Photo [Choose File] No file chosen

Photo Title

[Submit]

13. Click on **Footer Data** to update roaster, Job Opportunities, Tenders and RTI.

MENU DATA | COLLEGE LOGO | BANNERS | FOCUS POINTS | PRINCIPAL'S DESK | NEWS | EVENTS & ACTIVITIES | QUICK LINKS | NOTICES | GALLERY | FOOTER DATA

Select Menu Roster

Paragraph | Font | Size | Color | B | I | U | x² | x₂ | ...

Roster

Design | HTML

[Submit]