Website Sustainability

Revision 1.0

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1.0	February 2017	First Draft of Document

Approvals		
Department	**Name & Designation**	**Date**
IT & KM	Dr. Mohan, Director IT & KM	February 2017
IT & KM	Dr. Arundhati Ghanwar, Dean KM	February 2017

Document Summary
Management of Website, Navigation, Design, Servers and Files for Improving Visibility and Energy Efficiency.

Document Release Note
This document is released for use in SRMU Campuses.

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1. Domain
University Website: www.srmuniv.ac.in

2. Sub Domain
Admission India
Admission International
Student Mobility

3. Working Platform
Content Management System – Drupal 7
Database – My SQL 5.5
Web Server – Apache Server 2.4

4. Downloading Speed
100 mbps (Average)

5. Bandwidth with Energy Requirement
100 mbps is required to move files from server to device.

6. Device Compatibility
Desktop & Laptop: 1024
Mobile: 480
Tablet devices: 640

7. Browser Compatibility
Internet Explorer - 6.x and later
Firefox – 5.x and later
Opera – 12 and later
Safari – 5.x and later
Google Chrome

8. Security
Drupal Security
Firewall

9. Search Engine Optimization
Web pages contain Page Title, Page Description and Meta Tags/ Keywords for enhancing search engine optimization capacity.

10. Energy Efficient Process
Outdated files/ images/ videos content redirected to correct content.

11. Source Files
Files are called optimally at header section of source code. (Root Directory - var/www/html).

12. Site Navigation
Website facilitates easy maneuverability between web pages.
Links to other campus websites are provided in the Homepage.
Main Menus: About SRM, Admissions, Academics, Research and Campus Life.
Header Section: Students Gateway, Faculty Gateway, Alumni Registration Portal, Careers Portal, Media, Contact Us and Web Mail Link.
News, Events and Announcements.
Footer Section: Insights, Downloads and Campuses.

13. File Storage
Files are stored on servers and can be viewed by personal computers, connected via networks.

14. Content Writer – Work & Responsibilities

The Content Writer is responsible for keeping the website updated with relevant error free information.

Examples of Website Content Work:
- New Faculty Profile Creation/ Addition or Modification to existing profiles.
- Academic Departments – Content Updates on Introduction, Infrastructure, Corporate Advisory Board, Student Achievements etc.
- Announcement and Events information on the website.
- Accreditation & Ranking Information.
- Domestic/International Admissions Information.

15. Designer – Work & Responsibilities

The Designer is responsible for creating and maintaining User Interface and User Experience Design of the web pages.

Examples of Website Design Work:
- Layout/ Micro site Creation.
- Website Navigation Menus.
- Thumbnail, Gallery Creation.
- Banners/ Brochures/ Posters/ Logo Creation.
- PDF, Image uploads on server.
- Blocks/Sections Creation.

16. Website Management Process Flow

The following chart depicts the process flow of website updates.

Website Management Process

Start

Departments send request for webpage creation

Heldesk receive the ticket

Helpdesk assign the ticket to content writer for content updation

Helpdesk assign the ticket to designers for designing

Web team shares the UAT link to end users for confirmation

If End user from the department approves the design and content

No

Yes

The page is made live

Web team shares the final link with department

Helpdesk closes the ticket based on the department confirmation

End user shares additional modifications

Web team carries out additional changes

Web team shares the link with departments

Department user approves the content and the design

Helpdesk closes the ticket based on the department confirmation

Stop