DEPUTY DIRECTOR'S OFFICE
No.
IN 0 3 MAY 2023
OUT
IIT KHARAGPUR

Ref. No. 1852/2023/OIR

Date: 26.04.2023

Sub: To seek approval to employ a part time system analyst to work upon the IR website and IR Digiplat (a platform to digitalize the OIR operations fully)

This is to bring to your notice that the position of System Analyst at the Office of IR is lying vacant for a long time. Without the support of a system analyst, many regular activities like maintenance of IR website and Digiplat are getting affected.

While some work is being managed by the existing staff, the following tasks are needed to be completed on urgent basis which cannot be done without the help of a system analyst/web developer.

IR website:

I. Creating a module to capture thrust areas from the faculty members of the Institute for international research collaboration
II. A page for showcasing IR newsletter
III. A page for IR events
IV. Feedback and Search tabs
V. Fixing some other technical glitches

IR Digiplat:

I. Creating multiple level access for administrators, executives and associates.
II. Creating CMS (content management system) on Digiplat and connect it with the IR website to make content changes the website on regular basis
III. Fixing technical glitch related to Inward Register, Approvals & Circulars and MoU
IV. Preparing module for International Alumni Records

Therefore, it is proposed to employ a part time system analyst for the abovementioned tasks on honorarium basis at the rate of INR 187.5 per hour to complete the aforementioned tasks

Submitted for the consideration and approval please.

Associate Dean, IR & Ranking   26/4/23

Samrat Chakrabarti
28.04.2023
Dean, Outreach & AA

Deputy Director   pls discuss   3/5/23

Discussed. It was advised to enquire the process of disbursing honorarium from the SRIC projects as per rules.
11/5/23

OIR
11/5/23