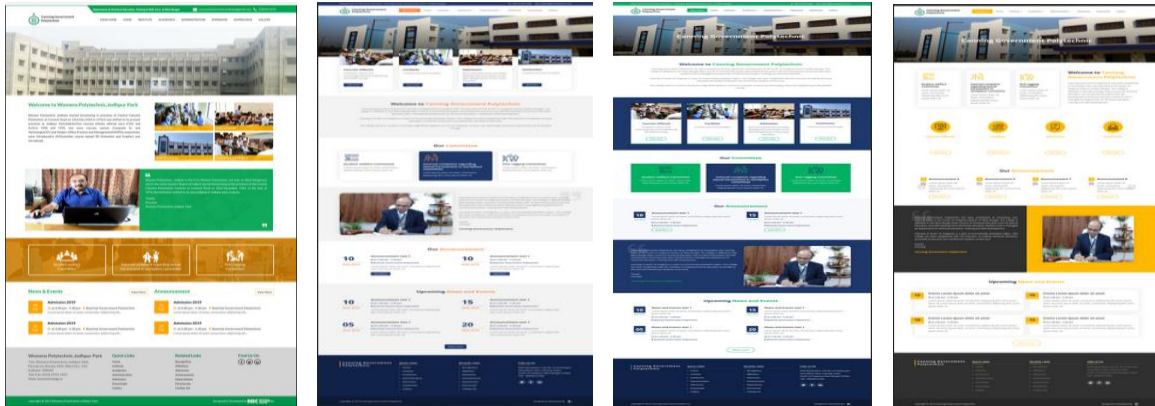


Process of content addition in Polytechnic Portal

1. Enter <http://polytechnic.wbtetsd.gov.in/admin/college/add> in any browser and put the username, password and captcha then click on Sign In button.
2. Upload the contents of all below mentioned options through college dashboard (Details available in user manual)
 - A. College:
 - Welcome Heading
 - Principal Desk
 - Upload Publication
 - List of Publication
 - College Banner & Logo
 - History
 - Mission and Vision
 - Admission
 - B. About Us:
 - Course offered
 - Affiliation
 - Shifts(Timing)
 - C. Library:
 - Fund
 - Capacity
 - D. Academics:
 - About
 - Programmes
 - Facilities
 - E. Administration
Structure
 - F. Rules & Regulations:
 - Student code of conduct
 - Examination Regulations
 - G. Committee Details:
 - Student Welfare Committee
 - Examination Committee
 - Anti-Ragging Committee
 - Disciplinary Committee
 - Internal Complain
 - Green Campus Committee
 - Training & Placement Cell
 - H. Download:
 - Upload Document
 - List of Document
 - I. Gallery:
 - Upload Image
 - J. Under Themes:

- Themes List
- K. Settings
- Change Password

3. After upload the all contents of above options, images, documents, banner and logo then choose any one of four available list and check preview on click of theme then submit. *(Note: Submit button will be available after all contents properly uploaded)*



4. After submission of all content from college end, State admin will review and approve/revert. After approval portlet will be available for public.
5. If reverted from the State Admin college will update the content and finalize again.