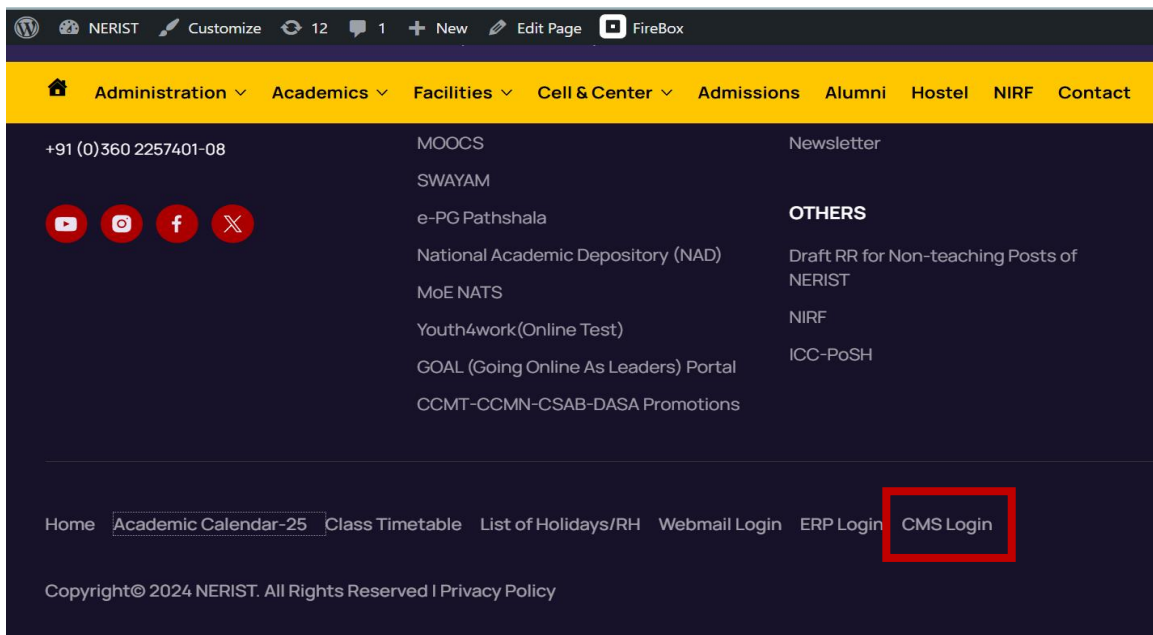
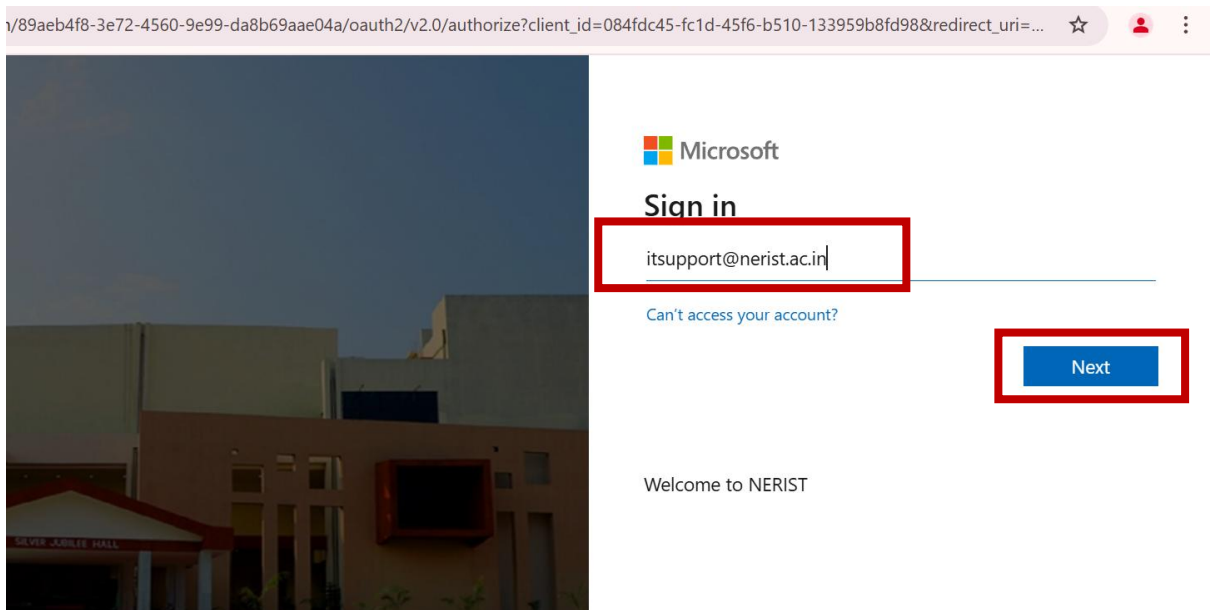


Steps for Updating/Editing Departmental Pages:

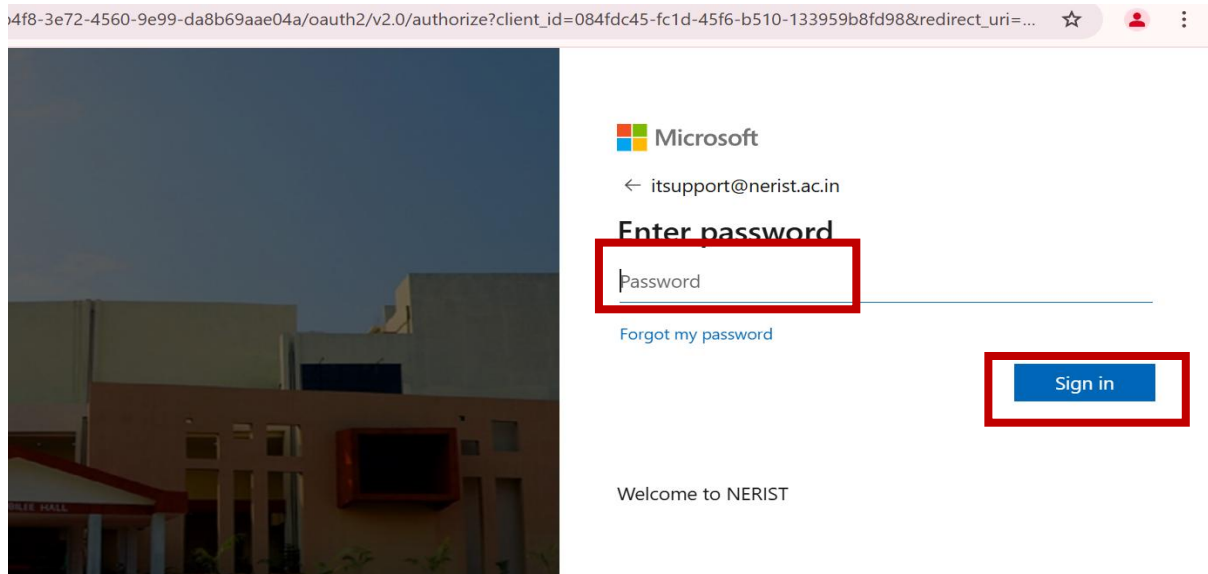
1. Brows the Institute website <https://nerist.ac.in> . Go to the Footer portion and click on **CMS Login**.



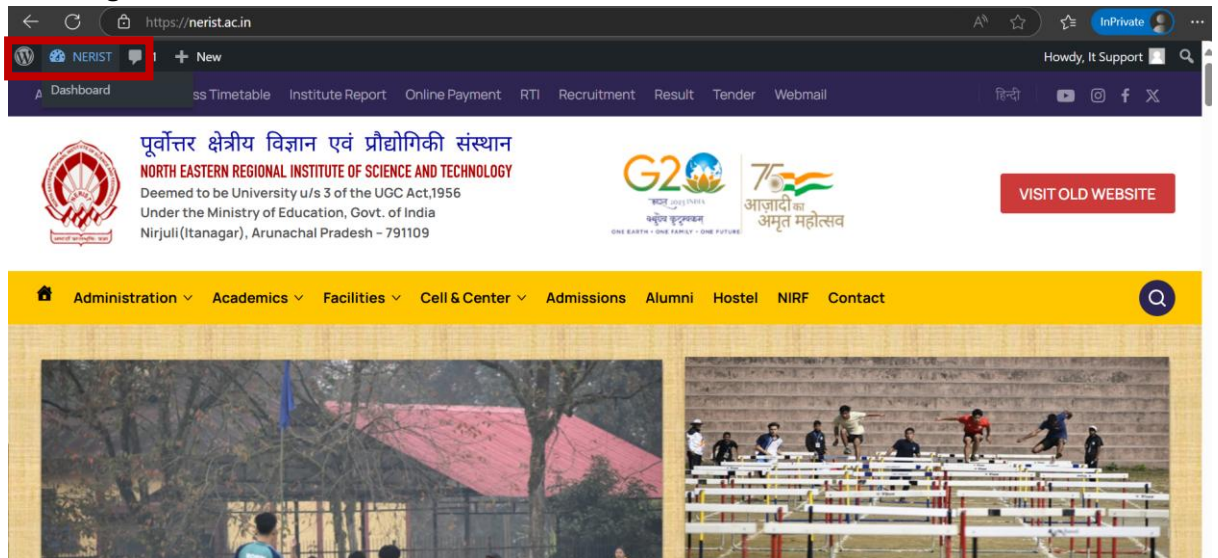
2. Provide the **Sign in ID**, which is same as your **email account** and click on **Next**.



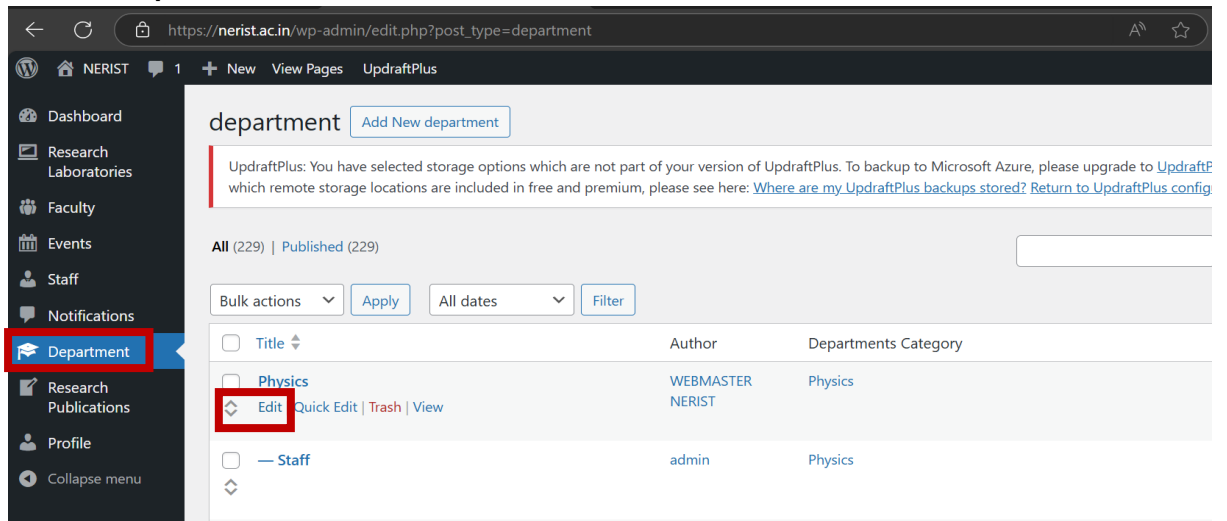
3. Provide the **password** of your **email account** and click on **Sign in**.



4. After Login click on **NERIST Dashboard**.



5. Click on **Department**, then click on **Edit**.



6. For updating **About Department**, go to **About Department** section, update the content, click on **Save**.

The screenshot shows the WordPress editor interface for the 'About Department' page. The main content area is highlighted with a red border and contains the following text: 'The Department of Physics, fully aware of its role in training students according to their needs in physics education, offers eight core courses for the undergraduate students at different levels (Base, Diploma, and Degree modules) of Engineering and Applied Science Streams. Apart from this, the department has proposed to launch M.Sc. Tech. (Material Science) course for the Postgraduate students. The fields of specialization of physics faculty cover a wide spectrum of theoretical and experimental physics viz. x-ray diffraction, polymer physics, plasma physics, experimental and theoretical nuclear physics, liquid crystal, solid state ionic, electronic filters, mathematical physics, semiconductor physics and superconductivity. Also, some of the faculty members have acted as reviewers of DST and CSIR projects by other scientists for possible funding and Ph. D. thesis adjudicators.'

On the right side, the 'department' block settings are visible, including 'Block', 'Set featured image', 'Add an excerpt...', 'Last edited 13 minutes ago', 'Status: Published', 'Publish: February 12, 2024 4:59 am', 'Link: /physics', 'Author: WEBMASTER NERIST', 'Template: Department Page', and 'Parent: None'. A 'Save' button is highlighted in red in the top right corner.

7. For updating **Vision/Mission** content, go to **Vision & Mission** sections, update the content and click on **Save**.

The screenshot shows the WordPress editor interface for the 'Vision Content' page. The main content area is highlighted with a red border and contains the following text: 'To excel in developing profound understanding, round-breaking research, and practical application of physics, thereby contributing significantly to the scientific community and society at large.'

Below this, there is a 'Mission Title' field containing the text 'Mission'.

The 'Mission Content' section is also highlighted with a red border and contains the following text: 'Advancing the frontiers of physics through cutting-edge research, hands-on experience and exceptional teaching.Fostering a vibrant academic ambience that motivates curiosity, critical thinking, and innovation.Cultivating a community of integrity, inclusivity, and equity that encourages the exchange of ideas and contributes to the advancement of physics and its applications for the benefit of humanity.Promoting interdisciplinary collaboration and creativity, leveraging the connections between physics and other scientific disciplines to tackle complex problems.'

On the right side, the 'department' block settings are visible, including 'Block', 'Set featured image', 'Add an excerpt...', 'Last edited 13 minutes ago', 'Status: Published', 'Publish: February 12, 2024 4:59 am', 'Link: /physics', 'Author: WEBMASTER NERIST', 'Template: Department Page', and 'Parent: None'. A 'Move to trash' button is visible below the settings. A 'Save' button is highlighted in red in the top right corner.

8. For editing/updating **Area of Research**, go to **Sub Title** of Area of Research, click on **Add Row**, enter content, click **Save**.

The screenshot shows the WordPress editor interface for a 'Physics - department' page. The main content area is titled 'Area of Research'. Below the title, there is a 'Sub Title' field, which is highlighted with a red box. Underneath, a list of research topics is displayed in a table-like format. The 'Add Row' button at the bottom right of this list is highlighted in red. In the top right corner of the editor, the 'Save' button is also highlighted in red. The right sidebar shows the 'Physics' department settings, including status (Published), publish date (February 12, 2024), and a 'Move to trash' button.

9. For updating **Association details**, go to **Association Section**, provide/update name on **Association Title**, upload **Association image** clicking **Add Image**, update description on **Association Description**, provide **page link** on **View More** section, click on **Save**.

The screenshot shows the WordPress editor interface for the 'Association Section'. The form contains several fields: 'Association Title', 'Association Image' (with an 'Add Image' button), 'Association Description', and 'View More'. Each of these four fields is highlighted with a red box. The 'Add Image' button is also highlighted in red. In the top right corner of the editor, the 'Save' button is highlighted in red. The right sidebar shows the 'Physics' department settings, including status (Published), publish date (February 12, 2024), and a 'Move to trash' button.

10. Steps to update/add Recent Research Publication on Home Page:

- a. Click on **Research Publications**, then click on **Add New Research Publication**

The screenshot shows the WordPress dashboard interface. The left sidebar contains a menu with 'Research Publications' highlighted in red. The main content area shows the 'Research Publications' section with a table of publications. The 'Add New Research Publications' button is highlighted in red. The table has columns for 'Title', 'Author', and 'Departments Category'. One publication is listed: 'Condensed Matter Physics' by 'It Support' in the 'Physics' department. The top of the dashboard shows the URL 'https://nerist.ac.in/wp-admin/edit.php?post_type=research-publication' and the 'UpdraftPlus' logo.

- b. Add Research **Publication Title** on **Add title**, assign **Department**, click on **Publish**

The screenshot shows the WordPress editor interface for a 'Research Publication' block. The main content area has a text input field labeled 'Add title' with a red border. Below it, there is a prompt 'Type / to choose a block'. The top toolbar includes a 'Publish' button, also highlighted with a red box. On the right sidebar, the 'Departments Category' dropdown is open, showing a search bar and a list of departments with checkboxes: agricultural engineering department, centre for management studies, Chemistry, Civil Engineering, computer science and engineering department, and Electrical Engineering. The 'Publish' button in the top right corner is also highlighted with a red box.

11. Steps to Add/Update Departmental Staff :

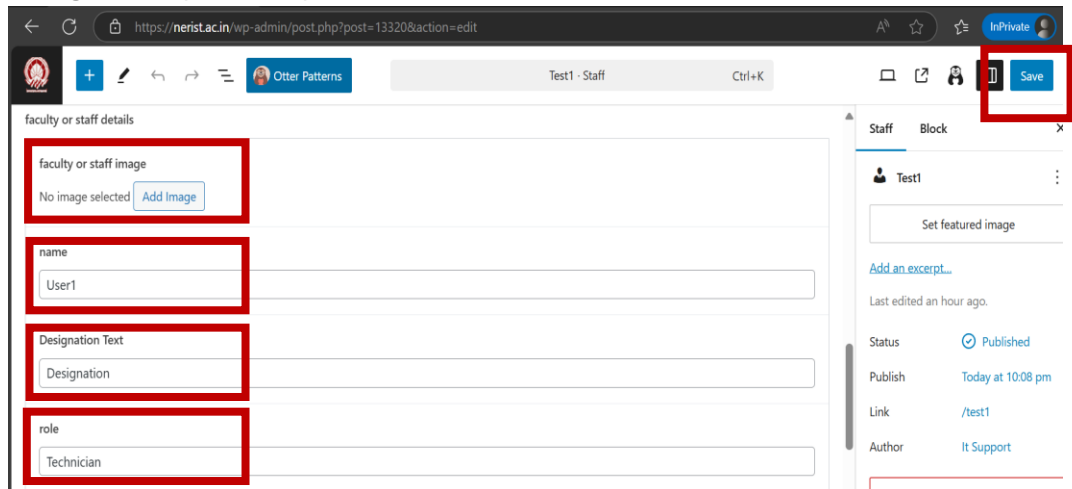
- a. Go to **Staff**, click on **Edit/Add New Staff**

The screenshot shows the WordPress admin dashboard for the 'Staff' section. The 'Add New Staff' button is highlighted with a red box. The page displays a table of staff members with columns for Title, Author, and Departments Category. The table contains two entries: 'Test1' with author 'It Support' and department 'Physics', and 'MR. SURAJ MOHAN RAY' with author 'admin' and department 'Physics'. The 'Add New Staff' button is highlighted with a red box.

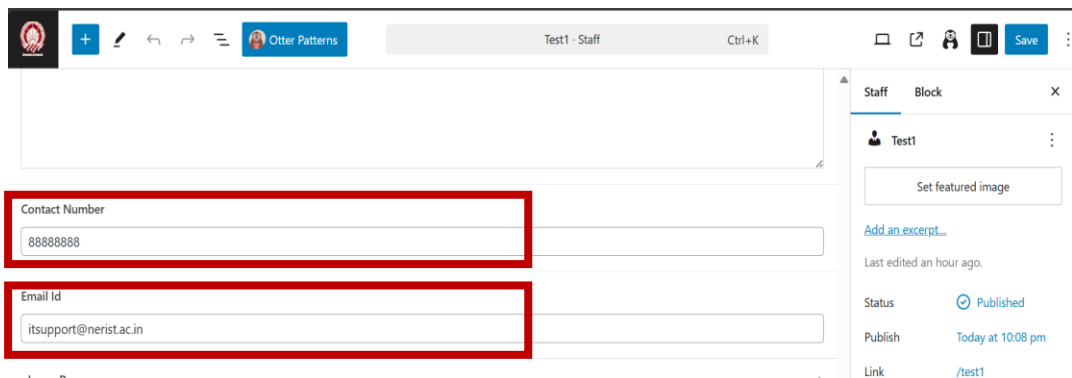
- b. Give **Profile Name**, click on **Save**

The screenshot shows the WordPress editor interface for a 'Staff' block. The main content area has a text input field labeled 'Test1' with a red border. Below it, there is a prompt 'Type / to choose a block'. The top toolbar includes a 'Save' button, also highlighted with a red box. On the right sidebar, the 'Staff' block settings are visible, including a 'Set featured image' button and an 'Add an excerpt...' link.

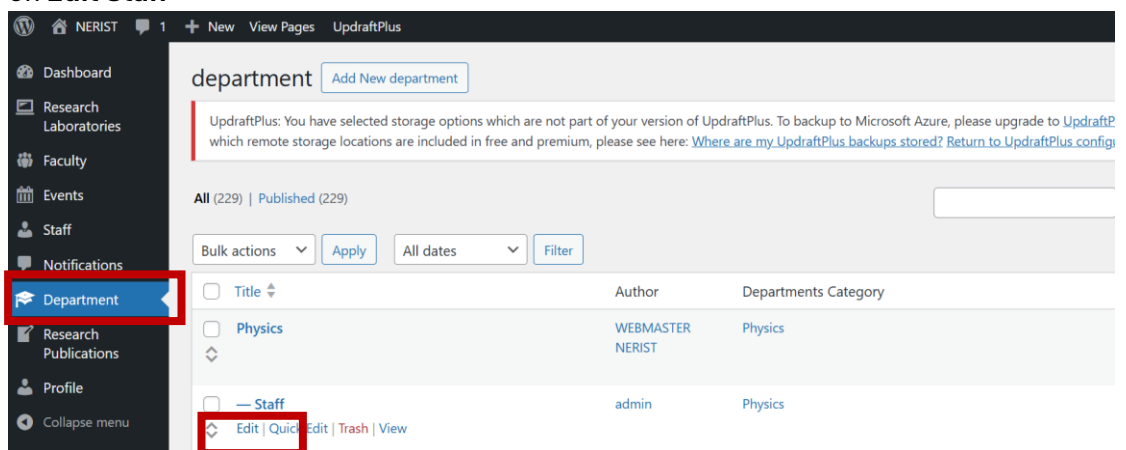
- c. To update **staff image**, go to faculty or **faculty or staff image**, click on **Add Image**. Update Name of **name** section, provide **Designation Text** as **Designation**, provide/update **role** of staff on **role section**, then click on **save**.



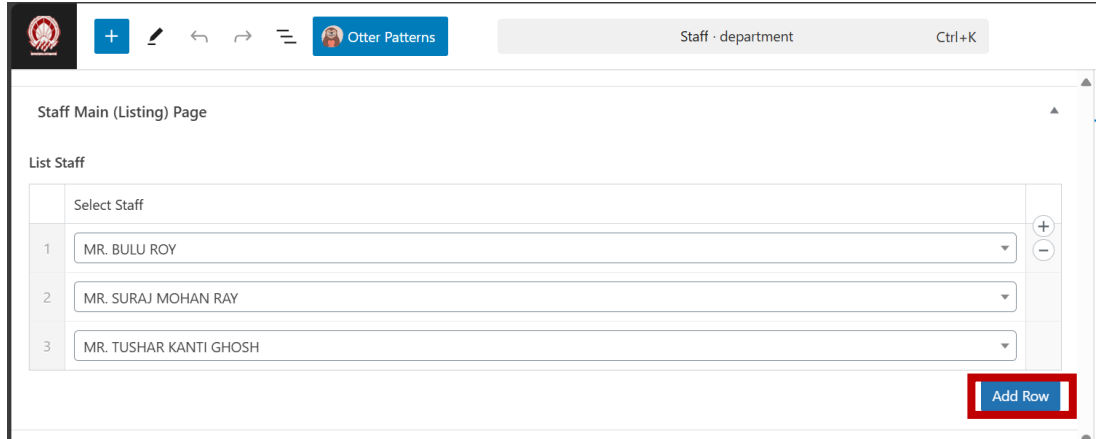
- d. To update **contact** number, go to **Contact Number Section**, update **Contact Number**. To update **Email Id**, go to **Email Id section** and provide details and click on **Save**.



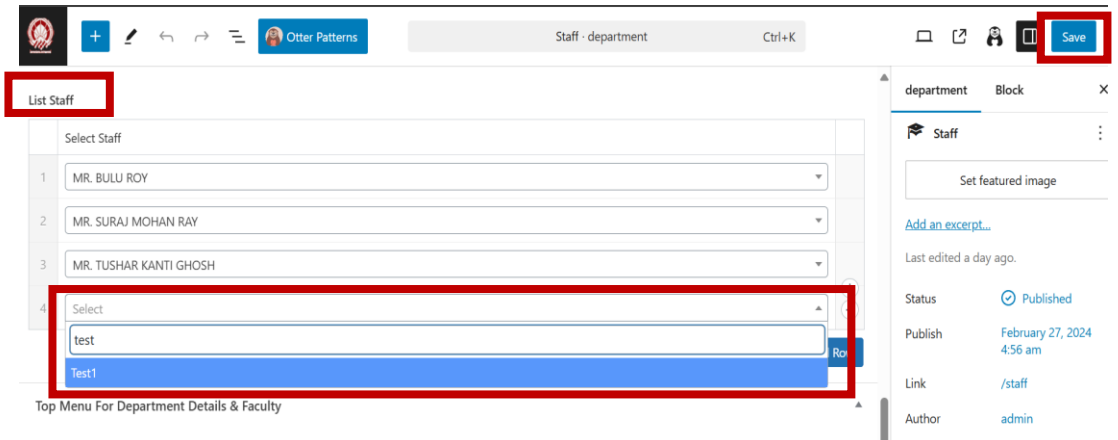
- e. To assign the created staff on Departmental Staff page, go to **Department**, click on **Edit Staff**



f. Go to **List Staff** section, click on **Add Row**

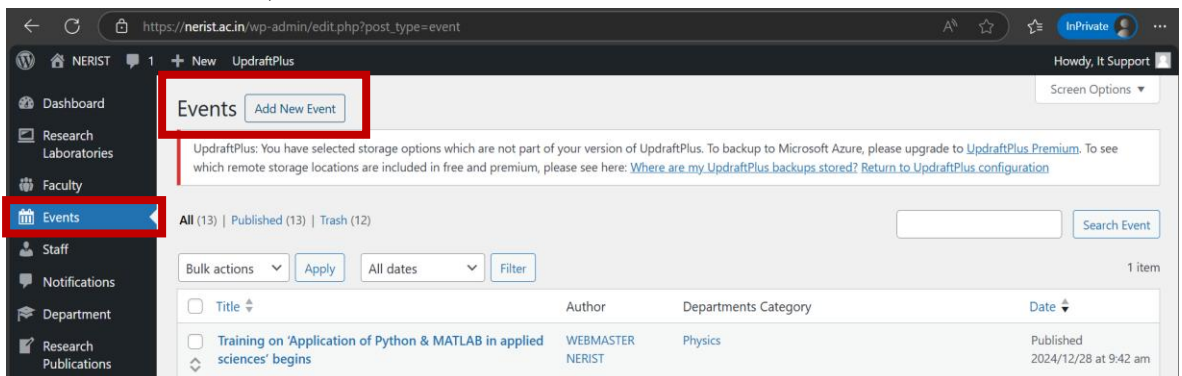


g. Select the created **Staff** from drop down list, click on **Save**.



12. Steps to add Departmental Events:

a. Go to **Events**, click on **Add New Event**



- b. Provide **Event Title**, and **contentment of Event**, assign Departments Category, and click on **Save**.

The screenshot shows the WordPress event editor interface. The main content area displays the event title "Test1" and its description: "NIRJULI, Aug 08: A five-day training on 'Application of Python and MATLAB in Applied Sciences', organized by National Institute of Electronics & Information Technology (NIELIT) in association with NERIST in line with the NEP 2020, was inaugurated at NERIST begun here on Thursday." Below this, it mentions the inauguration by NERIST director Prof. Narendranath S. in the presence of NERIST dean (admin) Prof. M. Chandrasekharan, physics HoD Dr. M. Upadhyay and associate Prof Dr. M.Marjit Singh and Singh, NIELIT director in-charge R. K. Bigensana.

The right sidebar shows the "Departments Category" section with a search bar and a list of categories. The "Physics" category is selected with a checked checkbox, while "agricultural engineering department" is unselected.

- c. To assign **Event Image**, click on **Set featured image**

The screenshot shows the WordPress event editor interface. The main content area displays the event title "Test1" and its description. The right sidebar shows the "Set featured image" button highlighted in red, indicating the next step in the process.

- d. Click on **Upload Files**, click on **Select File**.

The screenshot shows the WordPress media library upload interface. The "Upload files" button is highlighted in red. Below it, the "Drop files to upload" area is visible, and the "Select Files" button is also highlighted in red. The interface includes a header with "Featured Image (image should be of size 540 x 310)" and a footer with "Maximum upload file size: 10 MB".

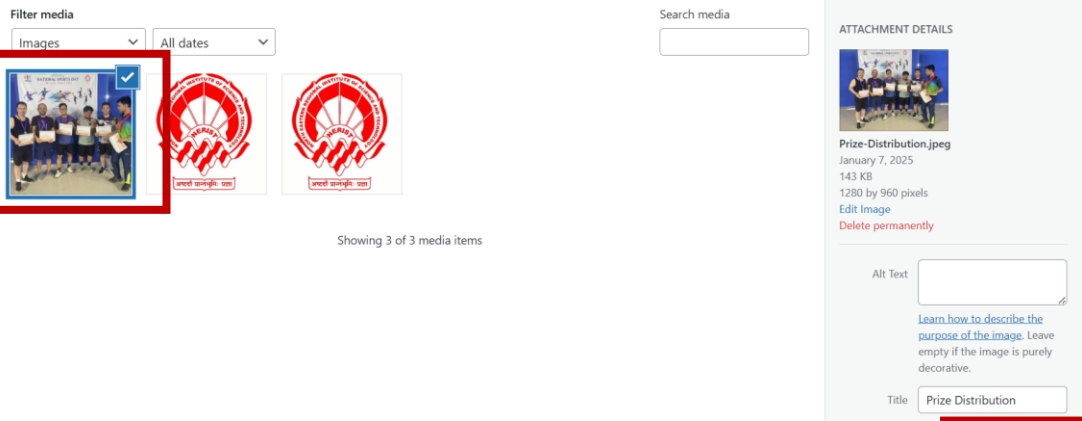
e. Select the uploaded file, click on Set featured image

Featured Image (image should be of size 540 x 310) ✕

Upload files Media Library < Expand Details

Filter media Search media

Images All dates



Showing 3 of 3 media items

ATTACHMENT DETAILS

Prize-Distribution.jpeg
January 7, 2025
143 KB
1280 by 960 pixels
[Edit Image](#)
[Delete permanently](#)

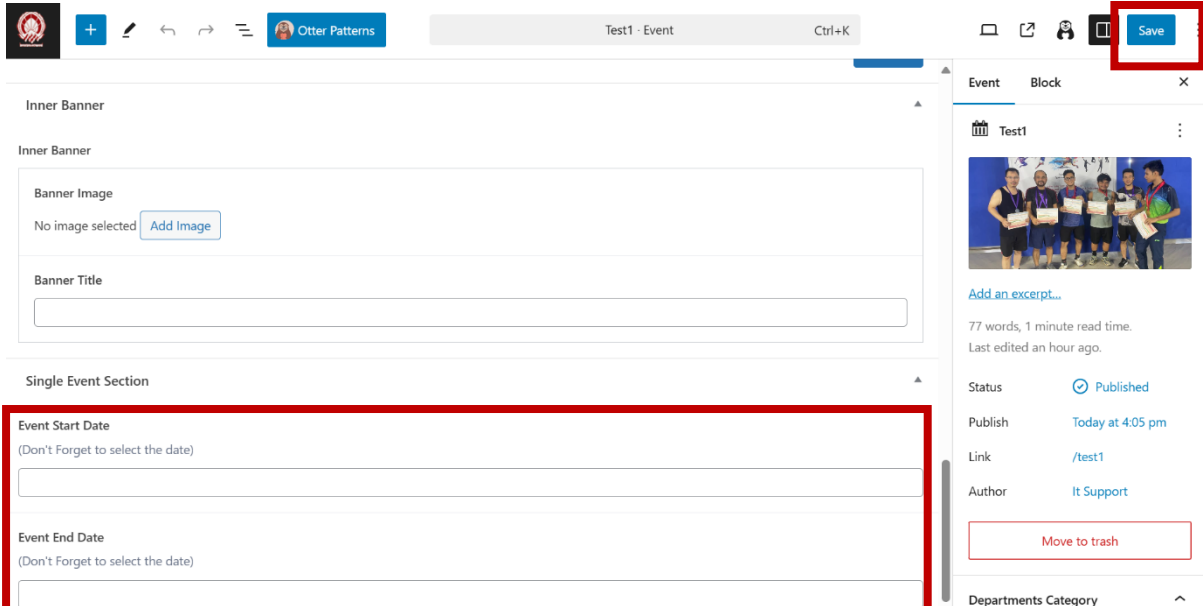
Alt Text

[Learn how to describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title

Set featured image

13. To set Event Date, Go to Event Start Date/Event End date provide same, click on Save.



Inner Banner

Inner Banner

Banner Image
No image selected [Add Image](#)

Banner Title

Single Event Section

Event Start Date
(Don't Forget to select the date)

Event End Date
(Don't Forget to select the date)

Event Block

Test1

[Add an excerpt...](#)

77 words, 1 minute read time.
Last edited an hour ago.

Status Published

Publish Today at 4:05 pm

Link /test1

Author It Support

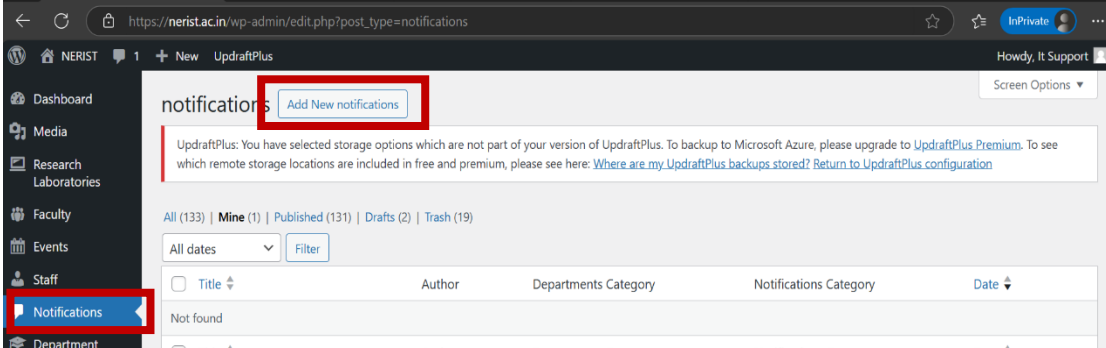
[Move to trash](#)

Departments Category

Save

14. Steps to Add Notifications on Departmental Page:

a. Go to Notifications, click on Add New Notification



notifications [Add New notifications](#)

UpdraftPlus: You have selected storage options which are not part of your version of UpdraftPlus. To backup to Microsoft Azure, please upgrade to [UpdraftPlus Premium](#). To see which remote storage locations are included in free and premium, please see here: [Where are my UpdraftPlus backups stored?](#) [Return to UpdraftPlus configuration](#)

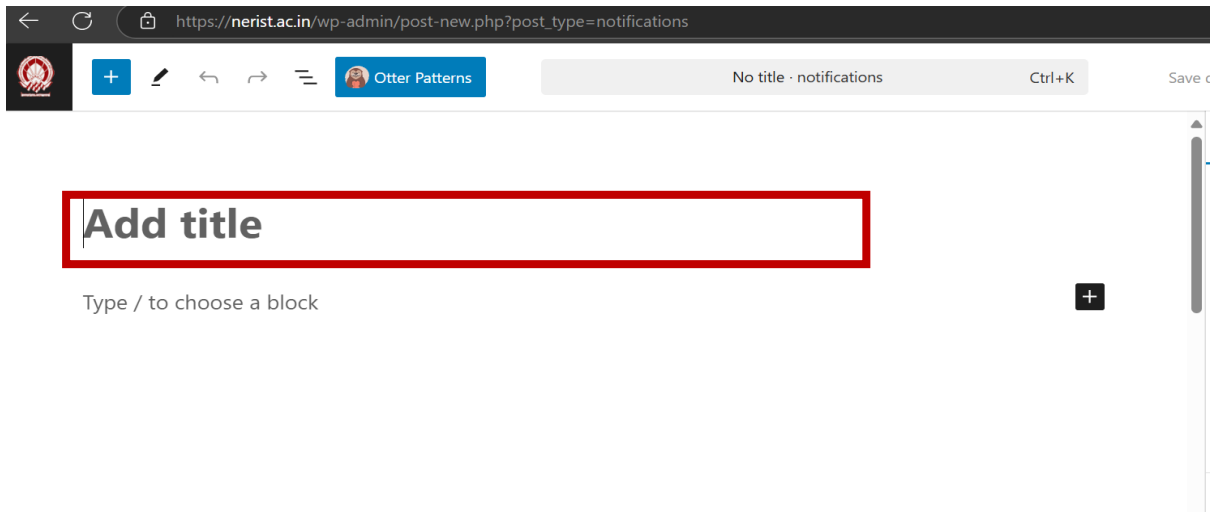
All (133) | Mine (1) | Published (131) | Drafts (2) | Trash (19)

All dates [Filter](#)

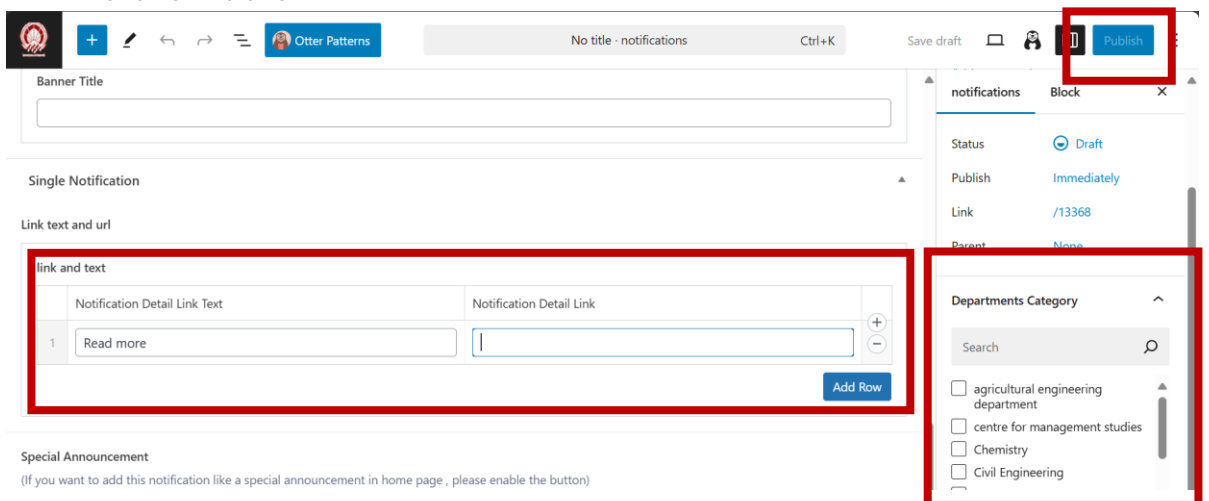
<input type="checkbox"/>	Title	Author	Departments Category	Notifications Category	Date
<input type="checkbox"/>	Not found				
<input type="checkbox"/>	Title	Author	Departments Category	Notifications Category	Date

Notifications

b. Provide the Notification Title



c. To provide Link for event, go to the Link and Text section, click on Add Row, enter text as Read more, put Notification Link, select Department Category, click on Publish.



15. Other Instructions:

- a. Please Save every time after updating/editing/adding new contents.*
- b. Use only **good quality Profile Photograph**, not be older than six months.*
- c. Please upload only the appropriate size of image as per the instructions given during upload.*
- d. Content **header** should not be changed.*
- e. Content **body format** should not be changed (i.e. if there are tabular format it should not be changed to paragraph).*
- f. For any Web content update related support, you may contact E.T. Cell.*