Website Content Updating Form

Department: **Date:**

Academic year :   **Semester:**

1. Type of information **:** News/ Events /Download /Achievement /other

2. **Location of information on the website:** Home page/ Dept. Page/ Other location.

3. **Title of information:**_____

   _____

4. **Description of information (Attached Separated sheet if required)**

   _____

   _____

5. **Name of attachment file Preferable in PDF/Doc/JPG etc.**

6. **Photo caption line** **: _____**

7. **Date of Upload** **: _____**

8. **Date of remove /Period /Forever : _____**

Faculty Name & Sign   **HOD**   **Principal/Exe.Director**

Note:-This form must be submitted to website coordinator with prior permission of Principal/Exe.Director