Format for Uploading Information on Institute Website

Sent By:	
Related to:	e.g. Academic/Purchase/Administration/Others(specify):
To be hosted on Web	From: dd/mm/yyyy	To: dd/mm/yyyy

Please provide information as per the case:

A. Text to be hosted:

B. File attachment to be hosted:

(Wheather soft copy of file attachment sent at website@iiitm.ac.in) | Yes | No |

C. Pamphlets to be uploaded (If any):

 (Wheather soft copy of pamphlets sent at website@iiitm.ac.in) | Yes | No |

D. What to be written at 'Link Tag' on home page (as brief as possible):

E. What to be written at 'Link Tag' on inside pages (Sub Menus):

F. Any other Information:

                                                            Signature

                                              Name:
                                              Date:

Checked By:

Signature

Name:
Date:

Submitted for Approval

Director