

Format for Uploading Information on Institute Website

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

Please provide information as per the case:

A. Text to be hosted:

B. File attachment to be hosted:

(Whether soft copy of file attachment sent at website@iiitm.ac.in)

Yes	No
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C. Pamphlets to be uploaded (If any):

(Whether soft copy of pamphlets sent at website@iiitm.ac.in)

Yes	No
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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