**Type of Information**: Academic/R&D/Administrative

**Where to Put**: Academics/Intranet/Reports/Campus Life/Events/Projects/News/Message Board/Other

(Please specify if the information is to be put under any other section)

**Display on Date**: dd/mm/yyyy **Removal of** **display - Date/Time**: dd/mm/yyyy \_\_:\_\_ AM/PM

(It is mandatory to provide time line for the display)

**Archiving of the information is required**: Yes/No

**Information is in the form of**: PDF/DOC/Message/Other

**Necessary Approvals given by:**

**Signature**

**Date:**

**A list of items enclosed:**

1)

2)

3)

4)

5)