**New Event to be published in Faculty Website**

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| Name of the Event |  |
| In which section the Event Should be published (tick if applicable) | * “News and Updates” in Home page
* Events(Faculty Events/Student Events/Student Workshops) in main menu
* “Notices” in Home page
* Other. Specify: ………………………………………………
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| Date / Time / Venue / Time duration | .................................../……………………………………./…………………………..……………………………………………………… |
| Objective of the Event |  |
| Target Group/ Beneficiaries Numbers (If applicable)  |  |
| Institute / Panel of the resource person who conduct the event (if applicable) |  |
| Outcome/ Output with future direction (If applicable) |  |
| Brief Description to be published in the website |  |
| Good Quality and High resolution photos  | **Please attached separately ( Don’t insert into word doc)**  |