**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: ……………………………………………… |
| 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)** |