# Proforma to send the information for University Website Upload/ update

- ➢ **Name of Office/ Department:**
- ➢ **Detail of Contact Person**

        **Name:**

        **Designation:**

        **Mobile number:**

- ➢ **Type of Update:** Announcement/ Tender/ Notice/ Amendment/ Webpage update etc.

- ➢ **Location of webpage where content need to uploaded/ changed**:
  e.g: announcement, https://luvas.edu.in/notices-and-office-orders-of-covs.html etc

- ➢ **Detail of attached File(s)**

        **Number of files:**

        **Name of files:**

- ➢ **If file upload is required, then please provide:**
  1. **Title to be displayed on website:**

  2. **Expiry date of upload/ file:**
     (Date up to which file should be kept uploaded on website)

**Important Instructions:**
1. Scanned file with grey background or with logos like "scanned by Cam Scanner" etc. maybe avoided, please. Avoid use of mobile for scanning purpose.
2. Short Titles like Officer order, Circular, Notice etc. may be avoided, please
3. In case of webpage text updates follow the below mentioned procedure:
   a. Copy and paste the content from website being updated
   b. Strikethrough and highlight the text to be deleted.
   c. The font color of new text to be added must be Red.
4. The information to be uploaded on website should be sent exclusively by email only to admin@luvas.edu.in. (*Do not send it through e Governance , WhatsApp etc. please*)
5. Signatures are not required on this proforma. The proforma(soft copy) need to be send with every email requesting for website update.