VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA

[1]Request to add Content to University Portal (www.vmou.ac.in)

1	Type *	◯ Notice ◯ Office Order ◯ Tender ◯ Vacancy ◯ Forms ◯ Others _____
2	[2]Issuing Department *	
3	[3]Title *	
	शीर्षक *	
4	[4]File Number *	
5	[5]Date *	
6	[6]Related School/Departments /Regions (if any)	
7	[7]Category *	◯ Admissions ◯ Examination ◯ Tender ◯ Vacancy ◯ _____
8	[8]Display on Home Page	◯ Yes ◯ No Remove On _____
9	Enclosures	Signed hard Copy of Content in English & Hindi
10	[9]Email	I have emailed PDF & DOC (Unicode) file to empc@vmou.ac.in on _____ with Subject as same as Title Mentioned in Point 3

Requester Name & Code :   Approved By :

Dated :   Name & Emp Code:

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[1] This Form will be used to get the Content Uploaded on the University Portal (www.vmou.ac.in) i.e only for data/content which is for Public. please do not use the same for requesting addition to the University Intranet instead use Form EMPC/Form/Intranet/1

[2] Name of Department who is issuing the Content

[3] Title of the Content, It would be displayed on the Website with a link to Actual Content/PDF you are also requested to provide the Title in Hindi under शीर्षक heading.

[4] Departmental File/Notice/Order Number

[5] Departmental Date for File/Notice/Order

[6] Mention what all Departments are related to for example if the Notice is for Exams/Admissions which all schools are related to the content.

[7] This is the Broad category under which the Content is shown on the Website.

[8] If the Content is to be shown on the Home Page of Website Please mark Yes and do mention the date when it should be removed from Home Page.

[9] You are also requested to send the Content i.e Notice/Order/etc in **PDF & DOC** format to empc@vmou.ac.in **without which the same could not be uploaded on the Portal the content sent would be upload in as is without modification.**

For Office Use Only

Received On :   Uploaded On: NID: