

## Request to Publish Advertisements of Programmes

Date of request 

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DD      MM      YYYY

To : Director/Operations

Programme Name : \_\_\_\_\_

Name of the Newspaper	Publishing date (DD/MM/YYYY)

Please state whether the study programme is a OUSL programme /CERC programme/C-SAP programme or other (give details) : \_\_\_\_\_

For non OUSL programmes please state the budget allocated/approved for advertising and the number of advertisements : Advertising Budget(SLRs): \_\_\_\_\_  
: No. of advertisements: \_\_\_\_\_

**This form has to be submitted to reach the Operations division at least 2 weeks prior to the first advertisement publishing date of the respective academic year/cycle together with the finalized and certified hard copy of the advertisement.**

\_\_\_\_\_  
Programme Coordinator

\_\_\_\_\_  
Head of the Department

\_\_\_\_\_  
Dean of the Faculty

\_\_\_\_\_  
Director CERC/C-SAP/Other(specify)  
(only for non-OUSL programmes)