Form for Submission of Content for the University Website
Ruhuna University Center for Information Technology (RUCIT)

Date : _____

Job No (Office Use Only) : _____

IMPORTANT: Please read the Important Information given in 3. before filling in the form.

1. Details of the Submitter					
Name with Initials					
Position					
Faculty / Department Division / Unit / Centre					
Contact No		Mobile1	Mobile2		Office
Official Email					

2. Details Related to Publication						
Category	☐	Top Stories	☐	News	☐	Notices (Tenders, Scholarships, Courses, etc.)
	☐	Slider Image	☐	Facebook Post	☐	Career Opportunities
	☐	Any Other				
Topic/Title						
Details related to publication (Brief Writeup)						

Publication duration (if applicable)	From		To	

If submitting the content for slider, please provide a justification for its publication				
Images Include	☐	Yes	☐	No
	Note: Please upload the high-quality images to the Google Drive an send the link to us along with the form via email. Please remember to set permissions to allow access for anyone with the link.			

3. IMPORTANT NOTE

- You are strictly advised to submit the web content using **this prescribed format**. The completed form, along with all relevant approvals and publication materials, must be emailed to **dict@rucit.ruh.ac.lk**. We will publish the submitted details as provided. To avoid delays please send the email by copy to all relevant officials in relevant official channel. For example, a department member can send the content through the Head, Dean.

- If you are submitting images for publication, please upload original high-quality images to your Google Drive and share the folder link with access set to *"Anyone with the link can view."* Kindly include only the selected photos (5 – 10 photos) intended for publication.

- The standard publication processing time is **one working day**.

- Slider images must be submitted at a resolution of **2400px × 800px** and prepared at **72 ppi resolution**. If the slider image is to be designed by us, the preparation will take approximately **1–3 days (Slider preparation time will depend on the workload of the RUCIT Media Team)**, and it will be sent to you for confirmation before publication. Additionally, the submission will be reviewed by the **Web Publication Committee**, consisting of the Vice Chancellor, Librarian, and Director IT. After their approval, the item will be published on the Slider of the University website.

- For any further information, please contact the Web Development Team at RUCIT
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  041 2227001 Ext 12181
  Email - wsdt@rucit.ruh.ac.lk