How to Submit:

One can submit his/her News in English and Bengali only

Rules:

Please fill-up the form on **SUBMIT YOUR NEWS** section. Here are the details how you fill-up the form.

- **Your Name**: Please write your name
- **Designation**: Put your designation of your institution/organization/office or any. If there is nothing to mention please write according to your needs
- **Institutional Affiliation**: You can write the name of your organization/institution/office/school etc.
- **News Title**: Please write a title within **10 words maximum**
- **News Brief Description**: Please write an introductory description of your news within **50 to 80 words maximum**
- **News Description**: Give the detail description of your news
- **News Picture**: Please upload the pictures of your news - **Maximum 5 (Five) and minimum 3 (Three)**

After fill-up the form please click on the **SUBMIT YOUR NEWS** Tab. It will come to our panel for review. After review, the news will be updated in our website.

For extra care, you can send us a mail about your news. Please visit the **CONTACT US** section and fill-up the form with subject line as 'News and Events'.