SMS Request Form

Write characters in UPPERCASE

Please keep your message’s length limited to 126 * characters. Write one character/box. Fill all the fields below and submit the form in the office of the PS to the Registrar.

* One character = one alphabet; one punctuation; one space between the words; one special character etc.

Target Audience
Please check the appropriate box. You can also mention a particular department/class as target audience

☐ Students: ____________________________________________
☐ Faculty: _____________________________________________
☐ Staff: ______________________________________________
☐ CRs: ________________________________________________
☐ Sr. Mgt: ____________________________________________
☐ Bus Users: __________________________________________

Preferred time of Broadcast: Time ________________ Date: ________________
Request form must reach the Placement Office at least 8 working hours prior to the requested broadcast time

Requested by: _______________ Designation: ___________ Signature: ____________ Date:__________
Request must have a recommendation from the head of your department.

Recommended by: _______________ Designation: ___________ Signature: ____________ Date:__________

For Office Use Only (Please don’t write anything below this line)

Approved/ Rejected _______________________________________ Date:______________

Signature Name

Received From: ________________________ at: ________________ on: __________________

Received By: ________________________ at: ________________ on: __________________

Task started at:_______ completed at: ________ on: ________ by: __________________