

To  
All Deans / Heads of Departments  
All Section/Cell In-Charges  
HNBGU

Subject: Submission of Required Information for Updating the University's Website.

Sir/Madam,

This is to inform you that the content updation of the University Website is currently in progress. In this regard, all Departments/Sections are requested to provide updated and relevant information regarding their respective offices for uploading to the University website.

The information may include, but is not limited to:

- About the Department/Section
- Faculty/Officer and Staff details
- Courses/Programmes offered
- Syllabi (latest version)
- Infrastructure and facilities
- Academic/Administrative activities
- Contact details (email, phone, office address)
- Any other important and updated information deemed necessary for public display

All concerned are requested to ensure that the information provided is **accurate, up to date, and duly approved by the concerned authority** of the Department/Section.

The required information should be submitted in **soft copy (Word / PDF format)** to the email address **lalit\_tamta@yahoo.com** on or before **28-Feb-2026** to facilitate the timely completion of the website updation process.

Your cooperation in this regard is highly solicited.

Thanking you.



Programmer, ICT  
(On Be-Half of Coordinator ICT)