



F/SOP/DSA 01/06/00

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY, KARACHI.
STUDENT AFFAIRS DEPARTMENT

Proforma Regarding Various Programmes Arranged by the
Teaching Department

- 01 Title/ Topic of Programme: _____
Seminar/ Conference/ Etc.
- 02 Organized by Department of: _____
- 03 Sponsored by: i). _____
ii). _____
iii). _____
iv). _____
- 04 Scheduled Date: _____ Time: _____ Venue: _____
- 05 Duration of Programme: _____ a.m./ p.m. to _____ a.m./ p.m.
- 06 Expected Expenditure to be Incurred: _____
- 07 Number of Guest Speakers: _____
- 08 Refreshment Arrangements for: _____ number of Guests.
- 09 Place of Refreshment: _____
- 10 Programme Approved by: _____

Signature
Chairman / Head of Dept.

To,
Controller Student Affairs