**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