



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: \_\_\_\_\_

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**Signature**  
**Chairman / Head of Dept.**

To,  
Controller Student Affairs