



# Lahore College for Women University Lahore

## Function/Seminar/Event/Activity Form

(This Form must reach to the office of Registrar at least 7 days prior to the holding of event)

NO: DFDI/LCWU/ 24/ \_\_\_\_\_

Date: \_\_\_\_\_

**Form / Directorate of Faculty Development & Internationalization** \_\_\_\_\_

Name of the Event: \_\_\_\_\_

1. Nature of the Event (Function/Activity/Seminar/Guest Lecture/Invited Lecture/Training/ Conference /Workshop etc.) \_\_\_\_\_

2. Day/Date/Time: Collaborating Institution/Organization: \_\_\_\_\_

3. Sponsor Name \_\_\_\_\_ Sponsorship Amount \_\_\_\_\_

4. Proposed Venue: \_\_\_\_\_

5. In-Charge/ Coordinator Name \_\_\_\_\_ Contact # \_\_\_\_\_

6. Outline Details:

- Attach program of the event including Brochure, Script, Schedule of the Program and Invitation Card etc. (if any)
- In case of Guest Speaker(s)/ Trainer/Invited Lecture, attach a detailed profile of relevant person with the draft of the speech/training module/objective of the lecture/workshop
- Attach the list of guests if invited from other Universities/ Organizations

7. Detail of the participants:

- In case of students

Academic Program	Semester	No. of Students

- In case of Staff

Department	Gazetted/Non Gazetted	No. of Staff
Open for all LCWU Faculty		

8. Detail of Media (Print/ Electronic) Coverage (if required) Photographer & LCWU Web TV

KINDLY MENTION DETAIL OF BUDGET	Amount
<b>Total budget required</b>	
<b>Budget head</b>	
<b>Break down of expense</b>	

12. Transport (Subject to availability):

Vehicle Required (Car, Van, Hiace, Coach, Bus)	Purpose	No. of Persons	Destination with Date & Time

13. Undertaking:

- No activity (like Music etc. in the open area) which interferes in academic work shall be held.
- Certified that the above requisition items are within the authorization of this department and will be properly accounted for.

**Signature**

**In-Charge/Coordinator/Assistant** \_\_\_\_\_

**Chairperson** \_\_\_\_\_

**Dean** \_\_\_\_\_

**DSA** \_\_\_\_\_

\_\_\_\_\_  
(With Name, Designation & Stamp)

- *Proforma must be filled in properly. All Columns to be filled/crossed if not applicable. Action may not be possible in case of omissions/incomplete entries.*
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**Treasurer Office (For Financial Viability)**

14. Funds are available (Yes/No) \_\_\_\_\_  
If Yes  
Funds of Rs. \_\_\_\_\_ are available

\_\_\_\_\_  
Treasurer

**Registrar Office**

15. **Recommended/ Not Recommended** \_\_\_\_\_

\_\_\_\_\_  
Registrar

16. **Approved/ Not Approved** \_\_\_\_\_

\_\_\_\_\_  
Vice Chancellor

\_\_\_\_\_  
**For Use in Registrar Office (For Notification)**

CC: **Event Committee,  
LCWU Lahore**