



DARUL HUDA ISLAMIC UNIVERSITY

PROGRAMME PROPOSAL

1. Programme:-

Name of Event:.....

Organized by(full details like sub-committee):.....

Responsible Person(name & sign):.....

Date:..... Time:(from).....(to).....

Duration:..... Venue:.....

Topics of the Programme:.....

Objectives:.....

Nature of Programme:.....

Outcome of the Programme:.....

2. Participants:-

Guests:.....

Speakers:.....

No.of Audience:..... Type:.....

3. Facility:-

Equipments needed:.....

Refreshment:.....

Equipments to be Hired/Bought:.....

Hand-outs.....

4. Financial

Estimate:..... Source:.....

5. Assignments:-

1)Invitation, Phone calls, Advertisement:

Incharge:

2)Stage, Sound,light, Seating,etc:

Incharge:

3)Type of food,Mode of distribution:

Incharge:

4)Programme Schedule & Anchoring:

Incharge:

6. Declaration:- The above information is true to the best of my knowledge.

Name&Sign:.....

7. Permission:-

PG Dean:(Name&Sign)

Vice Chancellor:(Name&Sign)

SMS Principal:(Name&Sign)

Management:(Name&Sign)

CHS Principal:(Name&Sign)

Administrative office:(Name&Sign)

Academic Office:(Name&Sign)

Section office(Name,Sign&seal):

NB.The proposal shall be submitted to the section office minimum three days prior to the start date of the programme.

All equipments which used for the programme have been reordered to the original state (yes/No):.....

Write the feed back of the Programme on the other side.