



LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY

UGC Autonomous

Approved by AICTE | Affiliated to Osmania University | Estd: 2002

ACADEMIC YEAR: 2024-25

EVENT PROPOSAL FORM

Date:

Title of the Event			
Name of the Dept./ Name of the Committee Organizing			
No. of Days			
Nature of Event (FDP/SDP/Curricular/Co-Curricular/Extra Curricular/Any Other)			
Event details (a small write up on event)			
Event Coordinator(s) with Departments and Phone numbers			
Joint event with External Agency Details of the agency			
Students coordinators if any phone numbers			
Date(s) of the Event:		Timings	
Type of the Event (Dept./College/State/National/International)		Collaboration(s)	
Target Audience			
Venue			
Budget			
Sourcing of Funds			
Support required from Central Facilities/Incharges			
Resource Person(s) with Designation			
Committee Associated			
Expected No. of Participants			
Expected Outcome of the Event			

Note: List of Event Documents to be maintained post event

1. Circular
2. Invitation Letter/Mail
3. Acceptance with Bio Data
4. Banner (Upload on website 2 days before event)
5. Program Schedule
6. Attendance
7. Participant Feedback & Analysis
8. Guest Feedback
9. Photos with Description
10. Budget Utilization
11. Instagram Post & News Paper Publication
12. Single Page Report with Photos (Upload post event details on website as per website policies)
13. Sample Certificate

Event/Committee Coordinator

HoD/Associated Dean

Dean IQAC

Principal