

LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY

Lourdes Hills, Kuttichal P.O, Thiruvananthapuram, Kerala – 695 574

APPLICATION FOR CONDUCTING PROGRAMMES

Date:

Name of applicant, Designation, Department :

Type of programme : Seminar/ Workshop / Conference / Any other (Specify)

Duration and Number of days : From To (.....Days)

Venue of Programme :

Agencies involved/Sponsors :

Brief outline of the programme

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.....
.....
.....

Signature of Applicant

Specific remark of HoD :

Signature of HoD

Approval by Principal : Approved / Rejected /

Signature of Principal

On approval of the Intimation is passed on to (Tick which ever is applicable) :

Secretary / Treasurer / Director / Supt / PRO / HoD / Venue / Web site /

News Letter / Security / Reception / Canteen /