

SECTION NOTE
(Registrar Office)

Subject: **Breast Cancer Awareness Talk**

1. The biggest reason of the highest prevalence of breast cancer in Pakistan is lack of awareness which causes a delay in detection of breast cancer and most of the women approach hospitals at stage III of cancer. To create awareness regarding early detection, treatment and care of Breast Cancer Disease, NUTECH is organizing a Breast Cancer Awareness Talk on **December 16, 2022 (Friday)** to help focus attention and spread awareness on the importance of the subject. Aim of these instructions are to make necessary arrangements and assign duties & responsibilities for smooth conduct of the event.

- a. **Detailed Program**. Attached as **Annexure 'A'**.
- b. **Venue**. The subject program will be organized in the Auditorium.
- c. **Dress Code**. Faculty/ Support Staff/ Students: As per University Dress Code.
- d. **Organizing Committee**
 - (1) **Head of Organizing Committee**. Nasir Majeed Akhtar (DSL).
 - (2) **Event In-charge**. Mehreen Jalil (DAD ECA).
 - (3) **Members**
 - (a) Syed Muhammad Ali Khaquan (Snr Lab Engr - NSDD)
 - (b) Muhammad Ali Shahid (Junior Officer - DSL Office)

2. **Administration Only**. Kindly ensure availability of Auditorium on **December 16, 2022**. Arrangement of light refreshment for Guest Speaker & 4 x staff members. Suggested menu is attached at **Annexure 'B'**.

3. **DUE Office/ NSDD Office/ All Offices**. To ensure maximum participation of female students, faculty and support staff from all departments and the attendance of participating students be marked by respective departments.

4. **ICT Office Only**. Kindly ensure proper functioning of IT equipment; audio, visual and related equipment during the event at venue.

5. **Coordination Office Only**. Ensure arrangements for Photo coverage of the event.

6. **Department Coordinators**. All departments and NSDD coordinator will ensure that students are properly dressed and their timely presence in the Auditorium.

7. Forwarded for your information/ necessary action, please.


Senior Deputy Registrar
for Planning & Skills
(Tariq Mehmood)

NORIC
Dean of University (DoU) Office
Dean of Research (DoR) Office
Dean of Student Life (DSL) Office
Dean of Undergraduate Education (DUE) Office
NUTECH Skills Development Department
(NSDD) Office
Administration Office
Admission Office
Examination Office
Human Resource (HR) Office

ICT Office
Library Office
Treasurer Office
Planning and Development (P&D) Office
Supply Chain Management (SCM) Office
Project Management (PMO) Office
NUTL Office
NUQAD Office
NBTPE Office
Office of Physical Education (OPE)
NLSP Office

Case No 106/Instructions/Registrar dated December 13, 2022

Information: Pro-Rector Office Coordination Office

DETAILED PROGRAM
BREAST CANCER AWARENESS TALK
DECEMBER 16, 2022

Ser	Time (Hours)	Event
1.	1045-1055	Female Students to be seated
2.	1055-1100	Female Faculty & Staff to be seated
3.	1100-1102	Recitation of Holy Quran
4.	1105-1140	Awareness Talk by Prof Dr. Tahira Sadiq
5.	1140-1150	Q/A Session
6.	1150-1155	Group Photo



SUGGESTED MENU

- | |
|---|
| <ul style="list-style-type: none">• Mini Sandwiches• Chicken Roll• Biscuits• Tea |
|---|