



**Dr. N.G.P. INSTITUTE OF TECHNOLOGY**  
(An Autonomous Institution)  
**Coimbatore – 48**

**FUNCTION REQUIREMENT FORM**

**DEPARTMENT:** CSE **DATE:** 2023-02-17

1. Name of the Function : Java - Real time application

2. Date & Number of Days : 2023-02-17 & 7 days

3. Time Duration : From 10:30:00 To 12:30:00

4. Venue : West seminar hall (A-Block)

5. Type of Training : Innovation

No. of Students : 50 Class: III-CSE-A & B

Transport Required for Students : No

If Yes, Name of the Stage & No. of Students : --- & 0

6. Name of the Chief Guest : Hariharan

Designation : Programmer College / Industry: College

7. Name and Contact Number of the Organizer : HHP & 9876543210

**FACILITIES REQUIREMENT**

**(i) GUEST HOUSE**

Required : Yes If Yes: No. of Persons: 1

No. of Days : 1 Days From 2023-02-18 To 2023-02-20

**(ii) REFRESHMENT / LUNCH**

Refreshment for Guest : Yes Tea : 1 Coffee : 1 Snacks : 1

Required Time : 12:30

Refreshment for Students : Yes Tea : 100 Coffee : 100 Snacks : 100

Required Time : 12:30

Payment Through : Institution Account

Mention the Exact Nos. : 1 Tiffin: 1 Normal Lunch: 0

Special Lunch (Veg) : 0 Special Lunch (Non Veg): 1

Required Time : 13:00

**(iii) TRANSPORT**

Transport Requirement Date :2023-02-20

Location :chitra

Pickup Time at NGPIT : 09:30

Drop Time:14:00

Name and Contact No. of the person to pick up the Guest :Picker & 4657891230

**(iv) POWER / SYSTEM / CAMERA REQUIREMENT**

Mic Arrangement : No Type & No of Mic :Wired & Wireless Mic & 5

A/c Arrangement : No LCD Projector : No

Laptop : No

Photograph Facility : No If Yes ---

**(v) MEMENTO / SEATING / RECEPTION ITEM REQUIREMENT**

Memento / Honorarium for Chief Guest : Yes (If Yes.) Worth of: 3000 Quantity: 8

No. of Seating Arrangements : 200 a) Dias - 8 b) Audience - 200

No. of Table Cloths : 5

Reception Item Requirements: Flower,Sandal,Rose

Function Form Submitted Date and Time : 17/02/2023 and 02:57 AM

<b><u>PREPARED BY</u></b>	<b><u>APPROVED BY</u></b>
Signature of the Staff	HOD AO Principal

**Check List**

- |                       |                                |
|-----------------------|--------------------------------|
| 1. Principal Office : | 6. Canteen (3 Copies) :        |
| 2. Madam Office :     | 7. Computer Cell :             |
| 3. Admin Office :     | 8. Electrical Department :     |
| 4. Memento Incharge : | 9. Transport :                 |
| 5. Stores :           | 10. House Keeping Supervisor : |