



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

FUNCTION REQUIREMENT FORM

DEPARTMENT: CSE **DATE:** 2023-02-26

1. Name of the Function : Python training

2. Date & Number of Days : 2023-02-26 & 4 days

3. Time Duration : From 10:30 To 11:30

4. Venue : A - Block - West Seminar Hall

5. Type of Training : Alumini Lecture Series

No. of Students(Internal) : 100 Class: I - CSE - A

No. of Students(External) : 25 Class: NA

Transport Required for Students : No

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

6. Name of the Chief Guest : Hariharan

Designation : College College / Industry: College

7. Name and Contact Number of the Organizer : HHP & 123456789

FACILITIES REQUIREMENT

(i) GUEST HOUSE

Required : No If Yes: No. of Persons: 0

No. of Days : 0 Days From --- To ---

(ii) REFRESEMENT / LUNCH

Refreshment for Guest :No Tea : 0 Coffee : 0 Snacks : 0

Required Time : ---

Refreshment for Students :No Tea : 0 Coffee : 0 Snacks : 0

Required Time : ---

Payment Through : Nill

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

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

Required Time : 00:00

(iii) TRANSPORT

Transport Requirement Date :---

Location :---

Pickup Time at NGPIT : ---

Drop Time:---

Name and Contact No. of the person to pick up the Guest :--- & 0

(iv) POWER / SYSTEM / CAMERA REQUIREMENT

Mic Arrangement : Yes Type & No of Mic :Wired 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: 5000 Quantity: 5

No. of Seating Arrangements : 1000 a) Dias - 5 b) Audience - 120

No. of Table Cloths : 1

Reception Item Requirements: Flower

Function Form Submitted Date and Time : 26/02/2023 and 06:13 PM

<u>PREPARED BY</u>	<u>APPROVED BY</u>
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 : |