



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

**FUNCTION REQUIREMENT FORM**

**DEPARTMENT:** CSE **DATE:** 2023-01-28

1. Name of the Function : Python training

2. Date & Number of Days : 2023-01-28 & 1 days

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

4. Venue : Seminar hall (D-Block I floor)

5. Type of Training : Python

No. of Students : 100 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 : College College / Industry: Industry

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

**FACILITIES REQUIREMENT**

**(i) GUEST HOUSE**

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

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

**(ii) REFRESHMENT / 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 : Institution Account

Mention the Exact Nos. : 50 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 : yes

Photograph Facility : no If Yes (Lab Technician / Official Photographer)

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

Memento / Honorarium  
for Chief Guest : yes (If Yes.) Worth of: 1000 Quantity: 1

No. of Seating Arrangements : 100 a) Dias - 5 b) Audience - 100

No. of Table Cloths : 1

Reception Item Requirements: Flower

Function Form Submitted Date and Time : 28/01/2023 and 09:52 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 : |